

Ericsson MC 218

User's Manual

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Ericsson MC 218 User's Guide

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INNOVATRON PATENTS

Note! *Some of the services in this manual are not supported by all networks. This also applies to the GSM International Emergency Number 112. Please contact your network operator or service provider if you are in doubt whether you can use a particular service or not.*

European Union standards

The **CE** symbol on our products signifies that they have been certified according to the EMC directive 89/336/EEC, the Telecommunications directive 91/263/EEC, and the Low Voltage directive 73/23/EEC when applicable. The products fulfil the requirements according to the following standards:

Cellular Phones and Accessories in Combination:

ETS 300 342-1 EMC for European digital cellular telecommunications.

Accessories Without Direct Connection to a Cellular Phone:

EN 50081 Electromagnetic compatibility, Generic Emission Standard, and EN 50082 Electromagnetic compatibility, Generic Immunity Standard.

Introduction

Congratulations and thank you for buying the Ericsson Mobile Companion 218.

The Ericsson MC 218 is an advanced, yet easy to use, product with a wide range of features, designed to make everyday life easier.

Together with an Ericsson phone, your MC 218 gives you the freedom to communicate wherever you are and whenever you want. You can send and receive e-mail, fax, SMS messages and electronic postcards, browse the Internet and much, much more.

EPOC™ is the name of the advanced operating system designed to be fully at home in your MC 218. EPOC is a derivative of the word 'epoch' and heralds a new era in mobile communications.

Welcome to a wireless world!

DOCUMENTATION

Quick Guide

The Quick Guide is a leaflet that provides step-by-step instructions on how to get started.

User's Guide

The purpose of the User's Guide is to get you up to speed quickly in using your MC 218. The information has deliberately been kept short, as it supplements the more detailed information in this User's Manual. In this manual the term phone is equivalent to mobile or cellular phone.

ONLINE HELP

Fn + Help

To display online help from the Desktop or respective programs:

- Hold down the Fn key and press Help (.) to the right of the spacebar. You can also select the **Help** command on the **Tools** menu.

CD CONTENTS

User's Manual and Software

This User's Manual gives a comprehensive description of the functions in your MC 218. It comes in portable document format (pdf) on the CD, which also contains Ericsson EPOC Connect and Mobile Internet (WAP). See the checklist in the following chapter for more details of what to find on the CD.

Getting Started

This manual contains information about the MC 218 and the PC connectivity software Ericsson EPOC Connect.

CHECKLIST

Make sure the following items are in the box when you unpack it.

- MC 218 unit
- Ericsson Infrared Modem
- Carrying case
- PC docking cable for connecting the MC 218 to a PC
- Two AA-size 1.5-volt alkaline batteries
- One CR2032 3-volt lithium backup battery
- Quick Guide leaflet
- User's Guide
- CD including: multimedia presentation, comprehensive User's Manual (pdf), Ericsson EPOC Connect and Mobile Internet.
- Warranty Card

ABOUT YOUR MC 218

The programs on the MC 218 include:

- **Desktop**, the Desktop screen is the MC 218's control centre. You can tap the Desktop icon at any time to move to the Desktop screen.
- **Contacts**, for viewing and maintaining detailed information about personal and business contacts.
- **Calendar**, a diary program for appointments and lists of things to do.
- **My Phone**, for viewing and editing the Phone Book in your phone.
- **Message**, for sending and reading e-mail, SMS and fax messages.
- **Internet**, the key to exploring the Internet in the palm of your hand.
- **Word**, for writing letters and other documents.
- **Sheet**, for spreadsheets, tables, and graphs.



The Extras icon displays additional rows of program icons:

- **Postcard**, for creating, editing and sending electronic postcards.
- **Mobile Internet**, an Internet browser (WAP) specially designed for smaller, hand-held units such as your mobile companion. It is not pre-installed, but you can easily install it from the supplied MC 218 CD.
- **Data**, a database that you can use to store information like a card index system.
- **Program**, the editor in which you can create EPOC-based programs using the built-in programming language.

- **Comms**, for terminal emulation and file transfer.
- **Record**, for recording voice memos and other sounds.
- **Bombs**, a game of logical thinking.
- **Calc**, a calculator with general and scientific features.
- **Jotter**, a notepad to keep notes and useful information.
- **Spell**, for checking spelling, thesaurus, solving anagrams and crosswords clues.
- **Time**, for alarms and a world map with international times and dialling codes.
- **Sketch**, for drawing pictures.

ABOUT ERICSSON EPOC CONNECT

You can use the PC connectivity software Ericsson EPOC Connect, to integrate the MC 218 with PCs running Windows 95/98 or NT 4.0. You need to install Ericsson EPOC Connect from the supplied CD. By connecting the MC 218 to a PC with a docking cable and running Ericsson EPOC Connect, you can:

- **View your MC 218 files** from Windows Explorer by using the 'My Ericsson' icon which is added to the PC's Desktop. The 'My Ericsson' icon gives you access to all of the powerful file management facilities of Ericsson EPOC Connect for your MC 218 files.
- **Drag and drop files** between the MC 218 and the PC in the same way that you would between PC drives, and they will be **automatically converted** to the appropriate file format at the same time.
- **Synchronise Calendar files** on the MC 218 with PC calendar (programs) and contact managers, to keep them in step with each other.
- **Back up** your MC 218 files to the PC, then **restore** them from the PC to the MC 218 again should you ever need to.
- **Print** files on your MC 218 to a printer connected directly to your PC, or available from your PC via a network.

USING THIS MANUAL

This manual gives an overview of all the MC 218 functions and features to give you an idea of what you can do; for more detailed information than is given here, refer to the MC 218 built-in and the online help for Ericsson EPOC Connect.

- Read the first part of this chapter to find out how to get the MC 218 ready for use: fit the batteries, switch on, adjust the screen, find and practise with the pen and start using the software.
- Read "Things To Do First!" to find out the essential things to do when you first get your MC 218 - this covers setting the time and date, setting your 'home city' (so that the time differences from your home are calculated correctly) and setting owner information and a machine password.
- Move on to "Things To Do Next!" for a list of the programs and a brief overview of what else you may want to do when you first use your MC 218 - instructions for using Ericsson EPOC Connect to connect to

your PC and perform backups and more ideas for customising your MC 218.

- Read the “Working with the MC 218” chapter for more information about how to enter and manage the information on your MC 218.
- Refer to the “Troubleshooting” chapter if you have any problems using the MC 218.

SWITCHING ON

The MC 218 is powered by:

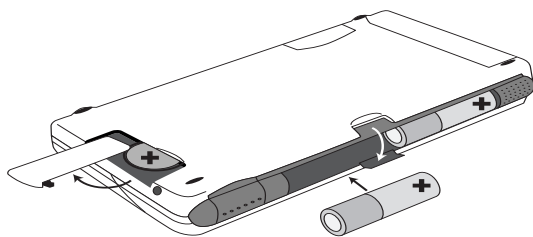
- Two AA size main batteries (supplied) - alkaline batteries are recommended.
- One Lithium CR2032 backup battery (supplied). This preserves your information while you change the main batteries.
- You can also power the MC 218 from the mains. You should use ONLY Ericsson approved mains adaptors. See your Ericsson dealer for more information.

Fitting the batteries

Before you can use the MC 218 you must fit both sets of batteries.

Note! *Make sure you fit them the correct way round.*

To insert the batteries



1. Turn your MC 218 upside down.
2. Click open the rear cover and slide it downwards. Insert the main batteries.
3. Slide open the small cover. Insert the backup battery.

Warning! *Take care when replacing batteries! You will lose information if you remove both sets of batteries at the same time, or allow both sets of batteries to become completely run down. The MC 218 will warn you when its batteries are getting low, in plenty of time to change them. See the “Battery Caution Statements” section in the “Important Information” chapter for more about battery safety, and details of how to change the batteries.*

Rechargeable batteries

You can use AA-sized rechargeable Nickel Cadmium batteries (sometimes called NiCd or Nicad batteries) to power the MC 218, but some care is required.

If you use rechargeable batteries:

- You are advised to keep two sets of rechargeable batteries; when the pair in the MC 218 need recharging, swap them over. If you have just one pair, you will run down the backup battery while you are recharging them.
- You should replace them with fresh non-rechargeable, preferably alkaline batteries, if you are not going to use the MC 218 for a while.

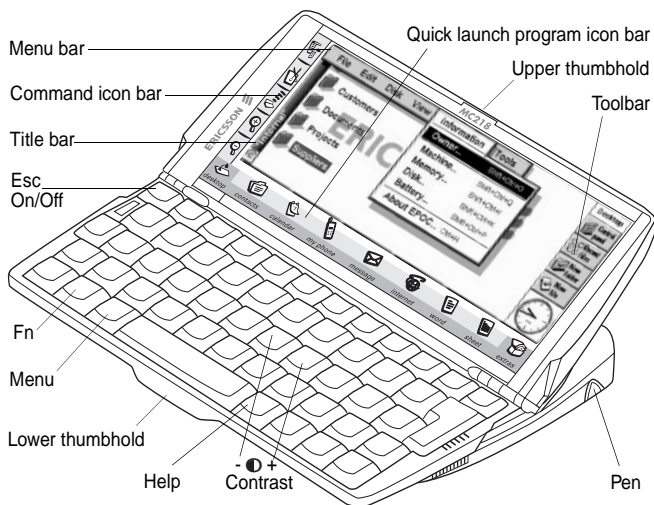
Warning! *When rechargeable batteries go flat, they do so very quickly, and you may get very little advanced warning. The backup battery will preserve your information for a limited time.*

Switching on & off

This is how you switch on & off your MC 218.

To switch on:

- Press the Esc key. When you first do this, you'll see the Desktop screen.





Note! *The MC 218 will automatically switch on when an alarm rings, or if you press one of the external voice note buttons.*



To switch off:

- Hold down the Fn key and press the Esc key. You can switch off at any time. You do not have to save your information first.

Note! *If you do not press a key, the MC 218 will automatically switch off after 3 minutes to save battery power. Switch it on again, and you can continue from where you left off. See the "Switch Off" section of the "Customizing the MC 218" chapter for details of how to change this behaviour.*

Adjusting the screen contrast

Adjust the screen contrast by holding down the Fn key and pressing the  - decrease (H) key or the  + increase (J) key.

Change the size of the text on the screen using the **Zoom in**  and **Zoom out**  commands.

Switch the ‘backlight’ on and off by holding down the Fn key and pressing the Spacebar. You can use the backlight to light up the screen in dim conditions.

Note! *The MC 218 uses considerably more battery power when the backlight is on.*

Finding and Using the Pen

The pen is located in a holder at the right, near the back. Press the end of it gently, and it will pop out. To replace it, push it back in and it will click into place.

Tap lightly on the screen using the pen. It’s OK to use your fingers to tap on the screen, though it is best to use the pen to avoid fingerprints or smudges on the screen. **Do not** tap the screen with any object that has a sharp tip or you may damage the screen. Don’t use any type of ink pen, as the ink may be impossible to remove. See the “Important Information” chapter for instructions on how to clean the screen.

You can usually tap on an item with the pen to select or change it. For example, you can tap on:

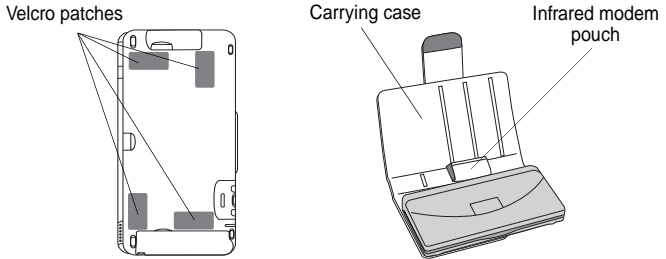
- The program icons, to open a program.
- The command icons, for ‘shortcuts’ to Desktop functions, e.g. the menu bar, infrared sending or receiving, cutting and pasting, zooming in and out.

Note! *If the screen does not respond to your taps, you may need to recalibrate it using the Screen settings in the Control Panel. See the “The screen does not react to the pen taps” section of the “Troubleshooting” chapter for details of how to calibrate the screen settings.*

Most of the things you can do with the pen have an equivalent keyboard combination, so you can use the pen, the keyboard, or a combination of both methods.

THE CARRYING CASE

To set up for use with the carrying case:



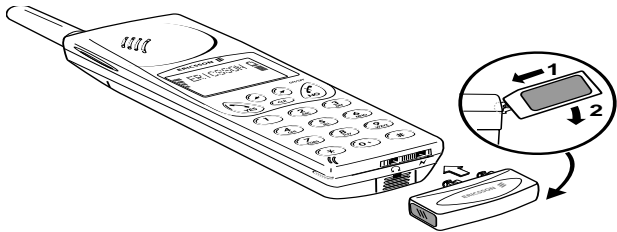
1. Attach the velcro patches to the bottom of your MC 218, carefully avoiding voice buttons, battery and memory disk covers.
2. Place your MC 218 and infrared modem in the case.

THE INFRARED MODEM

The Ericsson Infrared Modem supplied, allows you to connect your Ericsson GSM phone to the MC 218 via an infrared link. You need to do this to take full advantage of the communication features in your MC 218, including organizing your phone book and phone settings using My Phone, sending electronic postcards with the Postcard program, and sending and receiving messages with the Message program.

To attach the infrared modem:

- Attach the modem to your phone according to the picture.



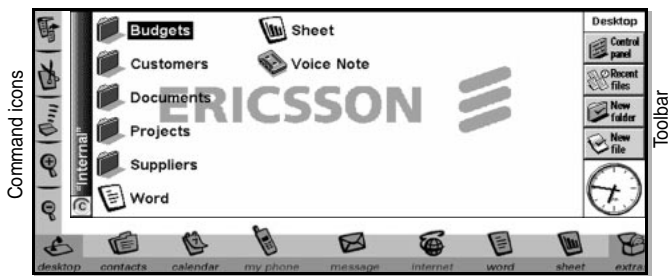
To remove the modem:

- Remove the infrared modem from your phone by pushing the modem upwards and pulling it out at the same time.

FIRST STEPS

When you first switch on the MC 218, you will see the Desktop screen. This is the 'desktop' where you can view your files and folders, and change settings that control how the MC 218 works.

- All the information you enter into the MC 218 is contained in files; their names are displayed on the Desktop screen, beside icons that represent the programs that created them.
- All your files are stored in folders. When you start using the MC 218, the contents of the 'Documents' folder is displayed.
- The Desktop screen's 'title bar' shows you which folder is currently displayed on the screen. When you start you are in the 'Documents' folder on the 'C (Internal) drive'.



Quick launch program icons bar

You can have as many folders as you wish, and create folders within other folders. Folders can contain files created in a variety of programs; they are not restricted to files from a single program. See the "Working with the MC 218" chapter for details of managing files and folders.

DESKTOP FILE AND FOLDER NAVIGATION

- Tap on a folder icon to move to that folder, tap on the Close folder icon to close it and move back up a level.
- Tap on a file to select it, tap again to open it. If the filename is displayed in bold, the file is open, and tapping it will move straight to the file.

See "Working with the MC 218" for more information about manipulating files and folders.

Starting programs

When you open or move to a file, the correct program for this file is started automatically. You can also start programs by tapping on the appropriate quick launch 'program icon' (the icon in the row of pictures at the bottom of the screen).

You can tap the Desktop icon at any time to move to the Desktop screen.

You don't have to close one program before opening another, just tap on another program icon, and that program will open too.

You can see what files are open, and which programs are running using the **List open files** command on the **File** menu or by tapping on the name in the top right-hand corner of the screen.

Programs and files

When you run a program, it will usually display the currently open file, or the file that you last looked at. If you want to write a new letter, draw a new picture, create a new database and so on, you'll need to create a new file for the particular program involved.

To create a new file:

- On the **File** menu, select the command. The file will now be created, and the current file will be closed and saved at the same time. You can start entering your information.


Tip! *You can also use the command on the Desktop screen to create a new file. Usually, this creates a file using the standard settings; creating a file from within a program creates a file which already has any settings or preferences you have set up in the program. It is a good idea to keep related files together in a folder, to make the files easier to find later.*

See "Working with the MC 218" chapter for details of how to manage your files and folders.

Entering information

You can enter information and complete tasks using the pen or the keyboard.

You can usually select a menu command to perform each task.

- Press the Menu key or tap on the  command icon to see the available commands on the 'menu bar'.
- Tap on the menu names and commands, or use the arrow keys to move around the menus. Press the **▶** right arrow key to see further commands.

Note! *You can press the shortcut key combinations shown next to the commands as a quick way of selecting them. The notation **Ctrl+M**, means hold down the **Ctrl** key and press the **M** key.*

- A menu command with three dots at the end means that selecting the command will display a 'dialog' where you enter more information.
- If a menu command is grey, it means that it's not currently available, for example, you cannot 'Copy' unless you have first selected something to copy.

Using Dialogs

A 'dialog' appears when you need to make selections and enter further information. You can move between dialog items by tapping on them, or using the up and down arrow keys. Dialogs contain one or more of the following elements:

Text box: where you just type in your information.

List box: where you select from a number of options. You will see left and right arrows around the current selection; you can change the selection by tapping on the arrows, by pressing the left and right arrow keys, or by typing the first letter of the option you want. You can usually tap in the box or press the Tab key to see a list of the available options.

Check box: where you make a choice between selecting an option or not selecting it. Just tap on the check box, or press the left and right arrow keys to add or remove a tick.

Radio buttons: where you make one choice from a number of options. Just tap on an option, or use the left and right arrow keys to make a selection.

Note! *If a dialog line is grey, it is currently not available, usually because you have to select something else first. For example, if you have not ticked the box to set an alarm for an Calendar entry, the lines to set the alarm time and date are grey. Some dialog lines only appear when another option has been chosen.*

Some dialogs comprise a number of ‘pages’, each page has a ‘tab’ at the top. Tap on the tab or move the highlight to the tab name, to go to that page. You can also move a dialog around the screen by holding the pen on the dialog title bar and dragging it across the screen.

How do I display a calendar?

In most dialogs in which you can type a date, move to the date line then tap again or press Tab to display a calendar.

Today’s date is circled, and the date currently displayed in the dialog is highlighted. To select another date, move to the date you want and press Enter. Use the buttons on the top line, or further presses of the Tab key, to display a three month or twelve month calendar. Tap the bottom page turn ups or ‘dog ears’ to move between the pages of the calendar.

You can also display a calendar from the Calendar program. See the “Calendar” chapter for more details.

Dialog buttons

Dialogs may have on-screen buttons. Tap on the button or use the keypress combination under it. Some buttons have a standard keypress equivalent:

- Usually, you can tap the **OK** button or press the Enter key if you want to save information and remove the dialog.
- Tap the **Cancel** button or press the Esc key if you want to remove the dialog without saving the information.
- For dialogs that ask a question, you can tap the **Yes** button or press the ‘Y’ key for ‘yes’; tap the **No** button, press the ‘N’ key or press the Esc key for ‘no’.

Copying information between programs

You can insert information created in one program into a different program. This is known as ‘inserting’ an ‘object’.

For example, you may want to add a picture to a letter you are writing. To do this, write the letter as normal using the Word program. Then, while in Word, select the menu command to insert a sketch. This will start the Sketch program, where you can create the picture. Close Sketch when you have finished and the picture will be inserted in your letter.

Sometimes the object you insert can be displayed as an icon, perhaps if you insert a large amount of Word text in a Calendar entry. Alternatively, you may prefer to see the actual information added, e.g. a map to view in the Word file.

For example, you may wish to:

- Insert tables of figures and graphs from Sheet into a Word file. You can add labels and titles to the graph in Sheet before inserting it in the Word file.
- Keep a map of how to find a restaurant as a sketch, perhaps attached to an Calendar entry for the day that you are going there.
- Create a Sketch file of your signature, and insert the signature when you write letters in the Word processor.
- Keep handwritten notes and ideas in Sketch. You can then insert them into a database or Word file if necessary.

Displaying Help

You can display help at any time, and from any program. Help information is contained on a series of 'help cards' in one large database that look similar to the databases that you create in the Data program. Help is normally not specific to the program that you are using; wherever you are, you can just type a 'clue' to search for the information you need.

Note! *The online help contains more detailed information than is included in this manual.*

To display help:

- Hold down Fn and press ',' (comma). The key has 'Help' printed on it.

To search for help about something:

- Simply type your clue into the Find: box, and press Enter. The display will show a list of help cards that contain this word, and the first occurrence is highlighted. To move between cards, tap on the **Prev** or **Next** buttons, press Enter, or use the left and right arrow keys.

To show help for a particular program:

- Type the program name followed by an exclamation mark, e.g. type 'Calendar!' or 'Contacts!' to only show help for these programs

To look through the help text:

- Drag the scroll bar on the side of the help card, or use the up and down arrow keys.

To print the current Help card:

- On the **File** menu, select **Print**.

To type in another search word:

- Press Esc, and then type in the word to search for as before. To use one of the last five search words again, tap on the button next to the Find: box, or press Tab and select the word you want to use.



To return to the program you were using:

- Tap the **Go back** button on the toolbar, or tap the program's icon. You can return to the Help card you were viewing by simply pressing Fn and ',' again.

Note! You can highlight text in a Help card using the pen or keyboard, and copy it to use in a file of your own. Copy the text by selecting **Copy** on the **Edit** menu. Then go to your own file, and paste it in.

THINGS TO DO FIRST!

This section describes what you need to do to set up your MC 218.

You should:

- Set the current time and date, so that you can use the Calendar program and set alarms.
- Set your 'Home city', so that the MC 218 can display the correct time differences and dialling codes for other places in the World.

It is also a good idea to:

- Enter owner information, so that your MC 218 can be returned if you lose it.
- Set a password for your machine, so that other people cannot access your information.

Setting the time, date & the Home city

1. On the Desktop screen, tap on the **Control panel** button on the toolbar, or select the command on the **Tools** menu.
2. Tap the Time & date icon, or move the highlight to it using the arrow keys and press Enter.



3. You will see a 'dialog' in which you can set the time and date, your home city and summer times around the world.
 - Tap the **Time & date** button. Move the highlight in the Time and Date lines by tapping on the part you want to change, or by using the arrow keys. Type the date or time, press 'P' for p.m. or 'A' for a.m.
4. Tap on the **OK** button or press the Enter key and the time and date are saved.
5. Tap the **Home** button.
6. Select your Home city and country. To do this:

- Start typing in the name of your home city, or tap on the arrow symbols or press the left and right arrow keys until you find the city you want.
 - If your home city is not listed, select a city that is nearby for now (adding a city is described in the 'Time' chapter).
7. Tap on the **OK** button or press the Enter key, and your home city is saved. Tap **Close** or press Enter to remove the dialog and return to the Control panel. Press Esc to return to the Desktop screen.

Note! *The MC 218 can use a 12-hour clock (midnight is 12:00:00 a.m.) or a 24-hour clock. Refer to the 'Time' chapter for details of how to change these settings, and how to adjust the clock for summer time.*

Entering owner information

It is a good idea to type contact information as 'owner information', so that if you lose your MC 218, it can be returned when found.

To enter owner information:

1. In the **Control panel** on the Desktop screen, select the Password icon, and tap the **Owner info** button in the dialog.
2. Type in your details. The labels provided are suggestions only, you can change them if you want to. It is best not to put your home address, in case your house keys are lost at the same time.
3. Set how you wish the owner information screen to be displayed, i.e.:
 - 'At switch on', if you always want to display the screen when switching the machine on.
 - 'Once per day', if you only want to see the screen once a day, the first time you switch your machine on each day.
 - 'Never', if you never want to display this screen when you switch on.

You can display the owner information at any other time using the **Owner** command on the **Information** menu on the Desktop screen.

Setting a desktop password

To prevent anyone looking at the files on the Internal disk of the MC 218, set a desktop password which you must type in order to remove the owner information screen.

To set a desktop password:

1. In the **Control panel** on the Desktop screen, select the Password icon.
2. Tick the Ask for password box if you want the MC 218 to request the password when you switch the machine on.
3. Type the password twice for confirmation. Choose a password that is not easily forgotten, but one that is not easy for someone else to guess.

The password is now set. The next time you switch your machine on, you will have to type in the password to access your files.

If you want to switch the password off temporarily, remove the tick from the 'Ask for password' box.

Note! *The desktop password does not protect files stored on Memory disks or files copied to other machines.*

Warning! *If you have forgotten the system password then you will have to reset the machine. All the files stored on the internal disk will then be lost.*

THINGS TO DO NEXT!

This section gives a brief overview of what else you may want to do when you first get your MC 218, and includes:

- Ideas for how you can use the programs.
- Instructions for using Ericsson EPOC Connect to connect to your PC and perform backups to your PC
- Ideas for customizing your MC 218.

Which programs to use?

The first things you wish to do may include:

- **Entering appointments, reminders, birthdays and lists of things to do** from your old diary or time planner into the Calendar program. If you keep your calendar in a PC scheduler such as Microsoft Outlook or Lotus Organiser, you can use Ericsson EPOC Connect to synchronize your Ericsson and PC to move your entries across.
- **Entering names and addresses** from your old address book into the MC 218's address book, Contacts. If you keep your contact list in a PC scheduler, you can use Ericsson EPOC Connect to synchronize your Ericsson and PC to move your entries across.
- **Setting a morning alarm** in the Time program. The Time program also includes a map of the world, and information about cities, world times, and national and international dialling codes.
- **Entering a 'work to do list'**. This is best entered as a To-do list in Calendar. You will be able to see outstanding tasks in the Day view, set alarms to remind you to do them and cross out items when you've completed them.

You may also wish to:

- Keep a meeting agenda or minutes as a memo or voice note attached to the meeting's entry in the Calendar. You can then retrieve the notes by finding the meeting entry.
- Keep a record of expenses in the Sheet program. Here you can search for items, add columns of numbers, work out totals and tax and so on.
- Keep a Data file as a 'collection' of notes about a particular subject. You can keep track of web sites or products as you find them, and include additional information as attached memos or sketches.

Connecting the MC 218 to the PC

- Connect one end of the docking cable to the serial port on the MC 218, and the other end to a serial port at the back of the PC.

Using Ericsson EPOC Connect

- Please see the instructions on the CD-ROM cover for installation instructions.
- When you have installed Ericsson EPOC Connect on the PC, the 'My Ericsson' icon will appear on the Windows Desktop. Just click the

right mouse button on this icon to see menu options for the things that you can do. Ericsson EPOC Connect also adds a number of commands and icons to Windows Explorer for working on MC 218 files. See the online help for Ericsson EPOC Connect for details of how to use Ericsson EPOC Connect with the MC 218.

Note! *The Comms program that is built into the MC 218 provides terminal emulation and file transfer to other computers. You can use it to connect the MC 218 directly to another computer, or via a modem to access electronic mail systems and bulletin boards.*

Setting up a regular backup

Backing up to PC

You can use Ericsson EPOC Connect to back up individual files or folders, the MC 218's entire Internal disk, or files on Memory disks to the PC.

It is a good idea to set up an 'automatic backup' in Ericsson EPOC Connect so that you can make sure you back up your machine regularly.

See the Ericsson EPOC Connect online help for details.

Backing up to Memory Disks

You can back up individual files, individual folders or groups of files and folders to a Memory Disk. To back up the files and folders, copy them from the internal disk to a Memory Disk using the **Copy** and **Paste** commands on the Desktop screen.

1. Select the files and folders you want to back up, then select **Copy** on the **Edit** menu.
2. Set the current disk to be D (i.e. the Memory disk), and select the folder you want to use for the backup on disk D.
3. On the **Edit** menu, select **Paste**.

Exploring the Control panel

This is how you explore the Control panel.

To display the Control panel:

- Tap the **Control panel** button on the toolbar or select the command on the **Tools** menu. Initially, you should set up the Time & date, Screen, Switch on/off, and Printer if you intend to use one. You might also like to set up owner information and a password. You may wish to change other settings later.

When you first get the MC 218, you may wish to:

- Use the **International** icon to change settings which may vary from country to country, e.g. the currency and date formats.
- Use the **Switch on/off** icon to control how and when the MC 218 switches on and off. For example, you might like it to switch on when you tap the screen, and off when you close the case.
- Use the **Sound** icon to control the sounds that the MC 218 makes when you press keys, tap the screen and perform other actions.

- Use the **Screen** icon to change the screen contrast and set the backlight and automatic switch off times, or re-calibrate the touch sensitive screen if the MC 218 stops responding to your pen taps.
- Use the **Keyboard** icon to control how long you have to hold a key down before a repeat keypress occurs, i.e. how long you have to hold down r to get rr (delay before the first repeat), and how long you have to hold down r after rr has appeared before you get rrr (subsequent delay).

Note! See *'Setting Up the Internet and Message Programs'* chapter with regard to *Dialling, Internet and Modems preferences*.

If you need more help with setting up, read the 'Setting Up the Control Panel Sections and the Message Program' and 'Testing Your Setup' sections of the 'Setting Up the Internet and Message Programs' chapter.

Working with the MC 218

The Desktop screen is the MC 218's file manager. You will see the Desktop screen the first time you switch the MC 218 on; at other times, just press the Desktop program icon to move to it.

When you first turn the MC 218 on, the name of the current folder is displayed in the Title bar at the left of the screen. Files are listed in columns across the screen; the icons beside their names represent the programs used to create them.

DESKTOP NAVIGATION AND MOVING AROUND

You can move around on the screen.

To move the highlight between the files and folders on the screen:

- Tap on the names, or use the arrow keys. If there are more files in the folder than can be displayed on screen, scroll the screen using the left and right arrow keys, or the scroll bar at the bottom of the screen.

You can use a 'bookmark' to tag and move to a folder that you often use.

To set a bookmark:

1. Move to the folder
2. On the **Edit** menu, select **Set bookmark** to insert the bookmark.
3. Later you can select **Go to bookmark** on the **Edit** menu to move back to the folder.

To view the files on a Memory disk:

- Change the current disk by tapping the disk (C) icon in the title bar and select the disk you want to view, or select the command for Disk D on **Current disk** on the **Disk** menu.

Opening files, folders & programs

You can open files, folders and programs.

To open a file or folder from the Desktop screen:

- Tap its name twice, or highlight it and press Enter. Files that are currently open, have their names displayed in bold on the Desktop screen. Opening a file automatically saves and closes any other file that is currently open in the program.

To open two or more files of the same type at the same time:

- Hold down the Fn key while opening the second file from the Desktop screen. Then tap the program icon to cycle through the open files.



To move to a program:

- Tap the relevant Program icon; tap the Extras icon to display more program icons. If the program is file-based, e.g. Data or Word, the program displays the last file you were looking at. You can start a new file using the **New file** toolbar button or the command on the **File** menu (see “Creating New Files” later in this chapter for more details).

Note! *If the last file you were looking at has been deleted, moved or renamed, the program automatically looks for a file with a standard filename (e.g. Word, Data, Calendar and so on) in the standard folder, and opens this file instead. A new file is created if no such file exists.*

Note! *The Extras icon displays additional rows of program icons. If there are more programs than will fit on the screen, tap the **More** button.*

To see which files and programs are open:

- On the **File** menu, select **List open files**, or hold down the Ctrl key and tap the Desktop icon. To move to a file or program in the list, highlight it and press the **Go to file** button.

CLOSING PROGRAMS AND FILES

You can close programs and files.

To close the current folder:

- Tap on the Close folder icon at the top of the screen, or highlight it and press Enter. When you close all folders in the Desktop screen, you move to the highest level of the disk, called the “root” of the internal disk.

To close a file:

- On the **File** menu, select **Close**, either in the program in which the file is open, or in the Desktop screen. Any changes you have made to the file are automatically saved.
- You can also close files or programs by holding down Ctrl and tapping the Desktop icon, then using the **Close file** button in the list of open files and programs.

CREATING NEW FOLDERS

You can keep a maximum of 64 items (each file or folder counts as one item) in the ‘root’ (top level) of the MC 218’s internal disk. It’s best to create a number of folders in which to store all your files to prevent the top level of the Desktop screen from becoming too full.

You might want to create some folders for work projects and others for home use. For example, you may create a folder called ‘Home’ for files relating to your home, and create another folder within the ‘Home’ folder called ‘Letters’ for Word files of correspondence. Using folders in a structured way can help make your files easier to find.

To create a new folder

1. Move to the folder in which you wish to create the new folder, or close all

open folders to move to the “root” if you wish to create the folder at the highest level.

2. On the toolbar or **File** menu, select the command, and type in the folder name.

Note! *You cannot use the following characters in a folder name: < > : / \ * ?*

If you use MC 218 files with a PC, you may wish to create folders that match equivalent folders on your PC. This will make transferring files between the MC 218 and PC easier.

CREATING NEW FILES

You can create files from the Desktop screen, or from within programs. As a general rule:

- Create a file from the Desktop screen to start with the standard MC 218 settings.
- Create a file from within a program to use the settings that are in use in the currently open file, e.g. labels in a Data file.

To create a file from the Desktop screen:

1. Move to the folder where you wish to keep the file.
2. On the **File** menu, select **Create new**, then select **File**.
3. Select the program you wish to use, e.g. Word for a Word document.
4. A filename is suggested. If you do not wish to use this, type a name of your own before pressing the **OK** button.

Note! *If you have an existing file already open within the program, and wish to leave it open so that you can refer to both files, hold down the Fn key while pressing the OK button.*

What names can I use for my files & folders?

You can use most characters in file and folder names including spaces, so it is fine to have folders called, for example, ‘1999 Purchase Orders and Invoices’ if you so wish. The only characters which cannot be used in a file or folder name are / < > : \ * and ?.

The maximum length of a filename is 256 characters, although note that this includes the disk drive letter, and the names of the folders within which the file is contained (known as the ‘path’). The maximum length of a folder name, including the path, is 252 characters.

This will not generally be a problem, although it means that you may encounter difficulties if you use very long filenames for files which you store in folders which have long names, nested within other folders with very long names, and so on. If you do exceed the maximum allowed length, rename a folder or file to a shorter name.

Note! *Files are not stored with a filename extension so that a Calendar file, e.g. called ‘1999’, will have the same filename as a Sheet file called ‘1999’. You cannot store two files with the same name in the same folder, even if the files are created using different programs. If you save a file with the same*

filename as a file already existing in that folder, the original file will be deleted and replaced with the new file.

BROWSING FOLDERS

A quick way to find a file is to use **Browse folders** on the **File** menu. This displays a browser which shows a tree structure of all the files and folders on the current disk. You can also display the Browser by tapping the title bar or pressing Tab.

To move between files and folders in the browser:

- Use the pen or arrow keys.

To 'expand' and 'collapse' the folder display:

- Highlight the folder name and tap it again or press Tab. To 'collapse' the folder display, tap the folder name twice or press Tab.

To create a folder from the Browser:

- Press the **New folder** button.

To rearrange the order of the files in the currently highlighted folder:

- Press the relevant **Sort by** button.

To select a file from the Browser:

- Highlight the file and press the **OK** button. This selects the file in the Desktop screen from where you can open it, rename it, or copy, move or delete the file.

Note! A quick way of opening a file directly from the Browser is simply to highlight it and press Enter twice.

FINDING FILES AND FOLDERS

You can search for files and folders:

To search for files or folders:

- On the **Edit** menu, select **Find files**.

To search for files or folders if you know the name, or part of the name:

- Type the name or part of the name on the Name line; leave it blank to find all files and folders.

To search only for files for a specific program:

- Select the program name on the Program line; select Any to search for all files.

Press **OK** to start the search. This checks all files and folders on the Internal disk and includes a Memory disk if present. The search results appear in a list.

To sort the list by filename, file type, file size or creation date:

- Press the **Sort** button and choose the sorting type required. To sort the list again in reverse order, just select the sorting type again.



To go to a file or folder:

- Highlight it and tap it again, or press Enter.

USING PASSWORDS

You can prevent other people from opening your Word and Sheet files by setting a password for each file. For example, you may have a Sheet database containing your personal finance details.

To set a password on a file:

1. While you are in the file, select **Password** on the **File** menu.
2. Type your password twice for confirmation. Choose a password that is not easily forgotten, but one that is not easy for other people to guess.
3. Press the **OK** button, and the file is saved immediately with the password. When you want to open the file, you will be asked to type in the password.

Warning! *If you have forgotten the password for a file then you will not be able to open it.*

The password on an individual file will protect it if you transfer it to a Memory disk or another machine. If you copy the file, the copy will be protected by the same password. The password also prevents the file being converted to another format on a PC.

CHANGING FILE ATTRIBUTES

You can prevent a file from being accidentally changed by making it a 'read-only' file.

To make a file read-only:

- Highlight the file on the Desktop screen and select **Properties** on the **File** menu. Then tick the Read-only box.

Files that have been created on a PC and then transferred to the MC 218 may also be 'read-only' files.

To check whether a file is a read-only file:

- Highlight it on the Desktop screen and select **Properties** on the **File** menu.

Note! *If you transfer a read-only file to another machine, it can be viewed, and the read-only attribute can be removed.*

MANAGING FOLDERS

You can move, copy and rename files and folders.

To move one or more folders or files from one location to another:

1. First highlight the file(s) or folder(s) to select them. To highlight a consecutive list of files or folders, highlight the first one, hold down the Shift key, and then highlight the last one. To select items that are not consecutive, hold down the Ctrl key and tap each file/folder in turn. To select all the files/folders in the current folder, use **Select all** on the **Edit** menu. To deselect items, press the Esc key.
2. On the **Edit** menu, select **Cut (move)**. A dotted line appears round the file/

folder icons.

3. Go to the disk drive and folder to which the highlighted items are to be moved.
4. On the **Edit** menu, select **Paste**.

Note! *Moving a folder also moves all the files within that folder.*

Note! *If you move (or rename) your most recently opened Calendar or Data file, you should open it again by selecting it from the Desktop screen, rather than tapping the Calendar or Data program icon. Tapping on the program icon will create a new Calendar or Data file.*

To copy a file or folder, or multiple files and folders to a different folder:

- Follow the earlier instructions, but select the **Copy** as opposed to **Cut (move)** on the **Edit** menu.

To make a copy of a file or folder within the same folder:

- Highlight it on the Desktop screen and select **Copy** followed by **Paste**. A new file is automatically created for you using the following naming convention (with Word as the example): Word(01), Word(02), etc. You can rename the file or folder later if you wish.

To copy the entire contents of a disk to a folder on another disk:

- Select **Copy disk** on the **Disk** menu.
This is useful, for example to back up the entire contents of your internal disk ('C') to a backup folder on a Memory disk ('D').

To rename a single file or folder:

- Highlight it, select **Rename** on the **File** menu, and then type in a new name.

To rename a disk:

- On the **Disk** menu, select **Name disk**.

To remove one or more files or folders:

- First highlight them and then either press the Del key, or select **Delete** on the **File** menu.

Note! *If you are deleting folders, remember that the entire contents of the folders (including all the other folders contained within them and all their files) will also be deleted.*

CHECKING MEMORY USE

You can overview the memory use.

To display the amount of memory remaining:

- On the **View** menu, select **Show disk gauge** to see the amount of free memory on the Desktop screen title bar. Tap on this gauge, or select **Disk** on the **Information** menu to see more detailed information about a selected disk.

To see information about total memory usage:

- Select **Memory** on the **Information** menu.

Which files use the most memory?

Certain types of files use more memory than others.

Sound files can become very large, so you should take care to delete unwanted Record and Voice note files so that they do not use up space on the Internal disk.

When recording a sound (either using Record directly or via the voice note buttons), the MC 218 will allow you to continue recording until the ‘Time available’ runs out. Even if the Time available is zero, the Record program will always leave approximately 100 kilobytes of free memory.

If you find that the amount of free memory is suddenly reduced, it is a good idea to check the size of any Record files. It is also advisable to check the size of the Voice note file in the standard folder. The voice notes you record using the external voice note buttons are stored one after the other in this file.

Calendar files can also become very large. You should tidy your Calendar periodically in order to remove entries; see the “Calendar” chapter for more details.

What will happen when the memory is full?

When the memory is nearly full, you will see warning dialogs when running programs to indicate that the MC 218’s memory is almost full, and there is not enough memory to perform some tasks.

Many of the things you do need just a little free memory in order to work - displaying dialogs, menus, etc. These can fail with a message like ‘Memory full’. Don’t worry though, the MC 218 will not allow you to use all of the available memory; it will always set aside enough memory for you to close a program or save an open file to a Memory disk.

Files saved on the Internal disk and ‘open’ programs both use memory. So, if the memory is nearly full you should be able to free some memory by closing some programs. You can use **List open files** on the **File** menu on the Desktop screen to check which programs are running, and close the programs or files that you do not need to have open at the moment.

You can also delete any unwanted files from the Desktop screen, or move files to a Memory disk to free more memory.

ADDITIONAL DISKS AND PROGRAMS

Disks

You can insert Memory disks (CompactFlash) into the slot on the right hand side of the MC 218. You might use them as additional memory for storing files, or to add more programs to the MC 218.

Note! *If a Memory disk contains additional programs, their icons will automatically appear in the Extras bar when you insert the disk. They will be removed from the Extras bar when you take out the disk.*

To delete all the files on a Memory disk:

- Put it in the slot, and then select **Format disk** on the **Disk** menu; select 'D' as the Disk in the Format disk dialog.

Warning! *Do not format the C disk - this will remove all the files you have stored on the MC 218's Internal disk, and remove all the preferences and settings that you have set up.*

Programs

If you wish to run a translated OPL program, locate the file in the Desktop screen, highlight the filename and tap it or press Enter to run it.

INFRARED

The MC 218 has infrared functionality built-in, allowing you to transfer selected information to another MC 218 without the use of a cable.

You can also use the infrared link to print directly to printers which support infrared - see the "Printing" section for more details.

Note! *Ensure that the Link setting in the Remote link dialog is set to Infrared on both MC 218s before you start.*

Selecting data to transfer

On the machine from which information is to be transferred (the 'sending machine'), select the information you want to transfer:


- If the information is a file, ensure that the file is closed and highlight the filename on the Desktop screen. Hold down the Shift key and tap additional filenames if you want to transfer more than one file.
- If the information is an object already inserted from another program, e.g. a graph displayed in Word, just select the object. If the inserted object is displayed as an icon, you can just select the icon.
- If the information is an Calendar or Data entry, open the appropriate file and move the cursor to the required entry.
- If you wish to transfer a graph, highlight the cell contents in Sheet view. Graphs cannot be transferred direct from one Sheet file to another, only the cell contents. Relative and absolute cell references are preserved.
- Otherwise, open the file from which the selected information is to be transferred, and select the required information (e.g. the piece of text, range of spreadsheet cells, sketch area).

Note! *Objects can be transferred like other information. They appear as objects on the receiving machine.*


Transferring the information

This is how you transfer information between two MC 218.

To transfer information:

1. Ask the other user of the other MC 218 to open the program or file where the information is to be transferred to.
 - If the information to be transferred is an entire file, ask the other user to tap the Desktop icon and move to the folder to which the file is to be transferred.
 - If the information is a Calendar or Data entry, ask the other user to open the appropriate Calendar or Data file.
 - Otherwise, ask the other user to open the file or program to which the selected information is to be transferred, and move the cursor to the appropriate point in the file.
2. On the receiving MC 218, tap  and select **Infrared receive** (or select it on the **Tools** menu). The Ready to receive screen is displayed.
3. Position the two MC 218s, aligning the infrared windows on the two machines (ideally, both should be resting on the same flat surface). The infrared window on each MC 218 is on the outer casing to the left of the main battery door at the back when the MC 218 is open in front of you.

Note! *The machines should be no more than one meter apart.*

4. On the sending machine, tap  and select **Infrared send** (or select it on the **Tools** menu). If the infrared windows are in range, the transfer begins. Infrared screens appear on both machines to indicate that the transfer is taking place, and the progress of the transfer is displayed.

When the transfer is complete

The infrared screens disappear, to be replaced by the original screens. There is now a copy of the selected information or file on the receiving machine.

Note! *If a file is being transferred, and the folder on the receiving machine already contains a file of that name, then the receiving machine displays a dialog where you can rename the received file, or move it to another folder or disk drive.*

The information on the sending machine is not affected by the transfer.

Cancelling the transfer

To stop the transfer while it is in progress, press Esc on either machine.

If the transfer fails...

If the transfer fails, a message is displayed to indicate why. Follow the advice given by the message and try again.

PRINTING

You can print from most of the programs on the MC 218, including Message, Contacts, Data, Calendar, Word, Sheet, Sketch and Program.

To print, you need one of the following:

- A printer which is IrDA infrared compatible.
- Ericsson EPOC Connect, installed on your PC, to print files via a PC.
- A Parallel Printer Link (not supplied) to connect to a parallel printer.

- The docking cable and a Serial Printer Converter (not supplied) to connect to a serial printer.

Before you start printing, you need to specify:

- The method by which you are going to print.
- The printer driver for the printer you want to use.

Setting up the Printer

You can select the standard printer you normally use to print out files on the MC 218 on the Desktop screen. The printer you select on the Desktop screen is used for all programs unless you select a different printer from within a program, to use for that program only.

To select the standard printer:

- Tap the **Control panel** button on the toolbar, or select **Control panel** on the **Tools** menu. Select the Printer icon, and select the printer model.

To select a different printer to use for an individual program:

- Open the program for which you want to change from the standard printer. Select **Printing ► Print setup** on the **File** menu, and press the **Printer** button to change the printer model and/or port.

Printing using Infrared

You can print directly from the MC 218 to any infrared capable (IrDA) printer.

To set up the MC 218:

1. Select the Printer icon on the Control panel in the Desktop screen, or **Printing ► Print setup** on the **File** menu.
2. If necessary, tap the **Printer** button. Select the printer model and select Infrared as the method via which you want to print.
3. If you want, check the layout of the document using **Print preview**, then select **Printing ► Print** on the **File** menu.
4. Enter the range of pages and number of copies.
5. Point the MC 218 at the printer, making sure that the MC 218 and printer are no more than one meter apart, and tap **Print**.

Printing to a parallel printer

You can use a Parallel Printer Link (not supplied) to connect the MC 218 directly to a parallel printer.

To set up your MC 218 to print via a parallel printer:

1. Select the Printer icon on the Control panel in the Desktop screen, or **Printing ► Print setup** on the **File** menu.
2. If necessary, tap the **Printer** button. Select the printer model and select Parallel port as the method via which you want to print.

Your MC 218 is now ready to print directly to a parallel printer. Refer to the documentation accompanying the Parallel Printer Link for more information on connecting it to your MC 218.

Printing to a serial printer

You can print to a serial printer using the docking cable supplied and a Serial

Printer Converter (not supplied) to connect to the printer.

To set up your MC 218 to print via a serial printer:

1. Select the Printer icon in the Control panel on the Desktop screen, or **Printing ► Print setup** on the **File** menu in the program you want to print from.
2. If necessary, tap the **Printer** button. Select the printer model and select Serial port as the method via which you want to print.

You can change the settings for the serial port and handshaking by tapping the **Settings** button.

Using Ericsson EPOC Connect to print via a PC

You can use Ericsson EPOC Connect to connect your MC 218 to a PC using the docking cable. You can then print files from your MC 218 to almost any of the printers installed in Windows on your PC, whether directly connected, or networked to your PC.

To set up your MC 218 to print via a PC:

1. Select the Printer icon on the Control panel in the Desktop screen, or **Printing ► Print setup** on the **File** menu in the program from which you want to print.
2. If you are printing from within a program, tap the **Printer** button.
3. Select Printer via PC as the method via which you want to print.

You can now print a file using Ericsson EPOC Connect to print via a PC. Refer to the Ericsson EPOC Connect online help for more information.

Printing to a file

You can use the MC 218 to print a document to a file.

To set up your MC 218 to print to a file:

1. Select the Printer icon in the Control panel on the Desktop screen, or **Printing ► Print setup** on the **File** menu, in the program from which you want to print.
2. If necessary, tap the **Printer** button. Select the printer model and select File as the method via which you want to print.
3. Tap the **Settings** button to specify the name of the file, folder and disk to which you want to print. Tap **OK** to redisplay the Printer setup dialog.

When you print the file it will be saved in the file you specified in the Print to file dialog.

Note! *Ensure that you use the correct filename, folder and disk drive. If a file of the same name already exists it will be deleted and replaced with the new file which you are printing.*

Selecting the Printer Model

You can choose to print to various printer models.

To select a printer:

1. Select the Printer icon in the Control panel on the Desktop screen, or

Printing ► Print setup on the **File** menu, in one of the programs from which you can print.

2. If necessary, tap the **Printer** button. Select the printer to which you want to print.
3. If required, change the method via which you want to print.

Note! *When printing via a PC, you can only change the printer model on the PC. Please refer to the Ericsson EPOC Connect online help for more information.*

Page Setup

You can change the size of the page and specify other layout settings by selecting **Printing ► Page setup** on the **File** menu:

- Select the size of the page on which you want to print (e.g. A4) and the page orientation. If the page size you require is not in the list of sizes, select Custom, and then type in the width and height of the page you want.
- Use the Margins page to change the distance between the edge of the paper and the text.
- Use the Header and Footer pages to enter the text that you'd like printed at the top and bottom of each page. You can format the header and footer text, and insert other information in it, including page numbers and the date.
- Use the Other page to specify where you want page numbering to begin in the document, and from which page you want to display the headers and footers.

Previewing a document

You can see how the document will look when printed by selecting **Printing ► Print preview** on the **File** menu.

To select the page you want to preview:

- Press the **Go to** button and enter the number of the page you want to view.

You can change the setup of the printed page and preview from the Print preview dialog by pressing the **Setup** button to display a list of options:

- To change the layout of the page, select **Setup**.
- To specify the number of pages shown in the preview and whether you want to view the margins, select **Preview**.
- To change the printer model and method, select **Printer**.

Printing a document

You can print out all or part of a document from the Data, Calendar, Word, Sheet, Sketch and Program editor programs.

To print a document:

1. Select **Print** on printing commands on the **File** menu.
2. In the dialog you need to specify how many copies of the selected pages you want to print.

(In Word you can also change the range of pages to print. If you do not change the range, one copy of the whole document will be printed).

3. Press **OK** to start printing the document.

DIALLING

The MC 218 can generate the 'DTMF' tones used for dialling telephone numbers. You can only use dialling from within the Contacts program, Calendar and Data. DTMF tones cannot be used to initiate a call from a mobile phone. However, you can send tones during a mobile phone call in connection with telephone banking services or to control an answering machine. The instructions on dialling in this section are applicable to landline telephones.

Note! *Phone systems do vary. DTMF dialling cannot be guaranteed to work with all types of phone.*

You can dial a number in two ways:

- If the number is part of a Contacts entry, select the entry and tap the Dial button on the toolbar.
- If the number is already entered as part of a Data or Calendar entry, you can just select the entry and press the Dial keypress (Fn+Menu). The MC 218 will find the numbers in the entry so that you can select which number to dial.
- If the number is not already entered as part of a Data or Calendar entry, you can use 'free input' dialling where the MC 218 will dial each number as you type it.

Setting Up

You can use free input dialling straight away, though you should remember to add any dial-out code (this is often a '9') required to obtain an outside line if you are calling from a building that has a private exchange.

If you have already entered a telephone number in Contacts, Data or Calendar, you can set up the MC 218 to include the dial-out code only when you need to. You can also set up the MC 218 so that the correct international prefixes and area codes are used when dialling.

To set up the MC 218 to use correct international prefixes and area codes:

1. On the Desktop screen, tap on the **Control panel** button on the toolbar or select the command on the **Tools** menu, and select the Dialling icon.
2. Tap the **Country** button and set the Country to the country where you would normally dial non-international numbers, i.e. your country of residence. If you go abroad, change the Home city but leave the Country set as usual. The MC 218 will then be able to use the correct codes to dial numbers.
3. If you want to be able to dial out from an internal telephone exchange, e.g. from your office, enter the number you have to dial to get an outside line as a Dial out code. If the internal telephone system requires a pause after the dial out code, add a comma after the number, and set the required pause time that will be used for each comma that you enter.

Entering Phone Numbers

You can enter a telephone number to dial in a Data entry. You can set whether a label is checked when the MC 218 looks for telephone numbers to dial.

To include a label in the search:

1. On the **Tools** menu, select **Change labels**, select the label and press the **Edit** button.
2. Press the **Options** button and tick the box to make sure that the label is searched when dialling. You can remove the tick if you do not want to search a particular label, perhaps if it contains other numerical information.

Note! *If it appears that the MC 218 does not find a telephone number you have entered in a Data entry, it may be that the label is not being searched. Follow the instructions above to ensure that the label is included in the search.*

Note! *You can enter a telephone number anywhere in an Calendar entry, but try to avoid mixing telephone numbers and other numbers in the same entry.*

For numbers in your own country, you should include the required area code in the telephone number. For international numbers, you should include the international prefix (or use a + instead) and the required national code. If you do not know the national code for a particular country, you can look it up in the Time program. You can use numerous other characters (e.g. brackets or a hyphen) to separate parts of the number. Do not use a comma as this represents a pause when dialling.

Dialling Phone Numbers

You can dial an already entered number.

To dial a number already entered in the Contacts program, or in a Data or Calendar file:

1. Highlight the entry you want to dial from.
2. Press the Fn and Menu keys together. The MC 218 will find up to five numbers in each Data entry.
3. Select the number you want to dial, and hold the MC 218 loudspeaker near to the telephone mouthpiece, approximately 2 inches (5 cm) away.
 - Press the **Dial** button to dial the number.
 - If you wish to use the dial out code, press the **Dial out** button to dial the number preceded by the dial out code.
 - You can change the number if it is not correct.
 - If you need to dial additional digits, press the **Free input** button to make the MC 218 dial the DTMF codes as you type each number.

To dial using free input dialling:

- Press the Ctrl key with the Fn and Menu keys, then dial the number in the 'Free input' dialog. You can use the digits 0...9, *, and #. Press the **Redial** button to redial the number if necessary.



Note! *The preset tone and delay times will normally be fine for dialling, unless you are using a poor quality telephone line. If dialling does not work in a particular location, try increasing the value of the 'Tone time' and 'Delay time'. Tone, Delay and Pause times are measured in units of 1/32 seconds.*

Ericsson EPOC Connect

This program allows you to communicate between your MC 218 and your PC. This includes calendar/contacts synchronization, file backup and printing. This chapter gives you a quick introduction to Ericsson EPOC Connect, and helps you to start using the program straight away. The chapter shows you how to:

- connect your MC 218 to your PC.
- look at and copy files between your MC 218 and PC.
- make your first backup.
- find help on a particular subject.

Ericsson EPOC Connect can be used for many more tasks, such as printing, archiving, installing programs on your MC 218 and synchronizing your MC 218 with a PC scheduler. The Ericsson EPOC Connect online help explains how to use all of the program's features.

INSTALLING ERICSSON EPOC CONNECT

You need to install Ericsson EPOC Connect on your PC before you synchronize or backup the contents of your MC 218.

To install Ericsson EPOC Connect:

1. Insert the Ericsson CD-ROM into your PC's CD-ROM drive to start the installation.
2. Follow the instructions on the screen to install Ericsson EPOC Connect or additional programs from the CD-ROM.

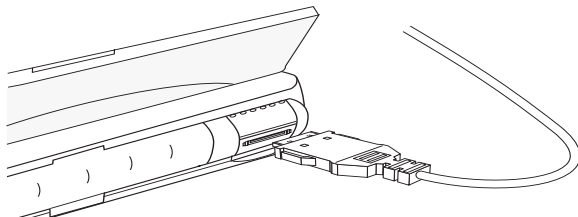
Run the Ericsson EPOC Connect setup file if you need to start the installation manually, e.g. if you wish to install Ericsson EPOC Connect from a networked CD-ROM drive.

To run the Setup manually, if needed:

1. Select the **Run** option from the **Start** menu.
2. Select **Browse** to enter the path to the file 'Setup.exe' on the Ericsson CD-ROM.

To prepare for Ericsson EPOC Connect:

1. Plug the larger connector on the docking cable into your PC COM port, and the smaller one, with the connection symbol facing downwards, into the serial port on your MC 218.



2. On your MC 218, select **Remote link** on the **Tools** menu on the Desktop screen.
3. Set Link to Cable, Baud rate to 115200 and tap **OK** or press Enter.
4. On your PC, start the My Ericsson program and Ericsson EPOC Connect automatically connects to your MC 218 and displays icons representing its disks.

Note! *Usually, it does not matter which COM port on your PC you use to connect to your MC 218. Ericsson EPOC Connect quickly checks each port in turn to find a connected MC 218. See the “Troubleshooting” chapter if connection problems arise.*

WHERE CAN I FIND ERICSSON EPOC CONNECT?

Finding Ericsson EPOC Connect

Ericsson EPOC Connect installs a number of menu items, shortcuts and the My Ericsson icon in your Windows environment.

- You can access all of Ericsson EPOC Connect’s features as well as the online help and this user guide from the **Start** menu, by selecting **Start|Programs|Ericsson EPOC Connect**.
- The **My Ericsson** icon on your desktop is similar to the **My Computer** icon. Double-click on **My Ericsson** to display the files on your MC 218. Right-click on the **My Ericsson** icon to display a menu of Ericsson EPOC Connect options.

Tip! *You can change various Ericsson EPOC Connect settings by right-clicking on **My Ericsson** and selecting **Properties**.*

*The **My Ericsson** icon is also displayed in Windows Explorer with **My Computer**.*

By double-clicking the **My Ericsson** icon on the PC desktop you open the My Ericsson window. Here you can perform backups by choosing the **Back up** command on the **EPOC** menu. See the section on backing up your MC 218

later in this guide.

The **Synchronizer** icon in the My Ericsson window is used to synchronize your MC 218 with PC schedulers such as Microsoft Outlook or Lotus Organizer.

The **Connection** icon placed on the taskbar (next to the clock) shows when your MC 218 is connected to the PC. You can right-click on the **Connection** icon to display a menu of Ericsson EPOC Connect options.

There is often more than one way to access a particular feature in Ericsson EPOC Connect, e.g. via the **My Ericsson** icon, the menubar, or by right-clicking on an icon or file. This guide describes only the most straightforward methods of using Ericsson EPOC Connect to help you get started. See the online help for more information about other ways of using Ericsson EPOC Connect, and setting up Ericsson EPOC Connect to suit the way you work.

GETTING HELP

Where can I find more help?

Ericsson EPOC Connect includes comprehensive online help which describes all of the program's features and functionality. Please consult the online help for further information or guidance on using Ericsson EPOC Connect.



You can display the help topics by:


- Selecting **Start|Programs|Ericsson EPOC Connect|Ericsson EPOC Connect|Help**.
- Selecting the **My Ericsson** icon and pressing the **F1** key.
- Double-clicking on **My Ericsson** and choosing **Help Topics** on the **Help** menu.

Tip! *You can display help for a particular task or dialog by pressing the **F1** key or clicking on the **Help** button.*

Tips on using Ericsson EPOC Connect help

From the **Help Topics** window, you can find the information you require as follows:

- From the **Contents** page you can select a topic from a structured list, e.g. how to perform a particular task, or troubleshooting information about how to solve a problem. To find the topic you want, double-click on the topic folders  to find the general area of interest, and then choose the topic  you want to display.
- From the **Index** page you can find the topic you want by entering any word linked to the subject, such as 'backup' to find topics containing information about how to back up your MC 218.
- From the **Find** page you can search for an exact word or phrase contained within a topic, such as 'serial port' to find all the topics in the online help containing this phrase.

Tip! *To provide further assistance, help topics may also include a **Related Topics** button  providing links to other help topics covering similar subjects.*



GETTING CONNECTED

Connecting the cable

As your MC 218 can communicate with various devices, you need to make sure that the communications link setting on your MC 218 is set correctly to communicate with your PC using Ericsson EPOC Connect.

- Move to the Desktop screen. Select the option to set the communications link (or **Remote link**), and select the serial cable setting.

The cable is used by your MC 218 and PC to communicate.

To connect the cable:

1. Locate the COM port (or serial port) on your PC, usually found at the rear of your computer. Insert the larger connector on the cable into the port on your PC.
2. Locate the serial port on your MC 218 and insert the smaller connector into the port.

Note! *If you have difficulty connecting the cable to your MC 218, you may be attempting to insert the connector upside down. You should not have to apply force when inserting the connector into the port on your MC 218.*

See the online help for more details on how to connect your PC and MC 218, and troubleshooting information to help you solve any problems.

Selecting a COM port

Ericsson EPOC Connect will search all your PC's COM (or serial) ports to detect your MC 218. When using peripherals such as modems (including internal modems) which use other COM ports on your PC, it is a good idea to set up Ericsson EPOC Connect so that it does not search these ports.


To set up Ericsson EPOC Connect not to search specific ports:


1. Right-click on **My Ericsson** and select **Properties** on the shortcut menu.
2. Move to the Connections page on the My Ericsson Properties dialog.
3. In the Settings list, uncheck any boxes for COM ports used by other devices. Make sure that you check the boxes for any ports you might use to connect a MC 218.

Tip! *See the online help for more information on selecting which COM port to use.*

Connecting with Ericsson EPOC Connect

When you have connected the cable, Ericsson EPOC Connect will automatically establish a connection between your PC and MC 218. You can tell if your MC 218 is connected by glancing at the **Connection** icon on the taskbar (next to the clock).

-  Your PC is connected to the MC 218. When a connection is made, the icon will appear as a curved line, which changes to a 'moving' curved line when the PC and MC 218 are communicating.

-  Your PC has not detected the MC 218. This icon is displayed if the MC 218 is not connected, has been switched off, or if you have selected **Disconnect** on the **My Ericsson** shortcut menu or **Connection** icon menu.

Tip! *See the online help for more information on how to connect and disconnect a MC 218.*

Connecting for the first time

When you connect to your PC for the first time, you will be asked to enter a name to identify your MC 218.

1. A dialog will appear saying that a new MC 218 has been detected. Select the option to add a name for your MC 218 and then select **OK**.
2. Enter a name for your MC 218 and select **OK**.

Note! *You must choose a different name for each MC 218 you connect to your PC. Ericsson EPOC Connect uses the name you enter to identify information and backup files specific to each MC 218.*

Tip! *See the online help for more information about connecting to your PC when using more than one MC 218.*

WORKING WITH YOUR FILES

Looking at files on your MC 218

Using My Ericsson and Windows Explorer, you can open, move, copy and delete files stored on your MC 218 from your PC.

- Double-click on the **My Ericsson** icon on your desktop. The My Ericsson window opens, displaying icons for your MC 218's internal drive(s) and other Ericsson EPOC Connect features and settings.
- Double-click on a drive icon to display the files and folders on the drive.

How to copy a file

Using **Windows Explorer**, you can copy files between your PC and MC 218 in the same way you would copy files to a floppy disk, or another PC on a network. Ericsson EPOC Connect can convert files as they are copied so that you can open them on the other computer straight away.

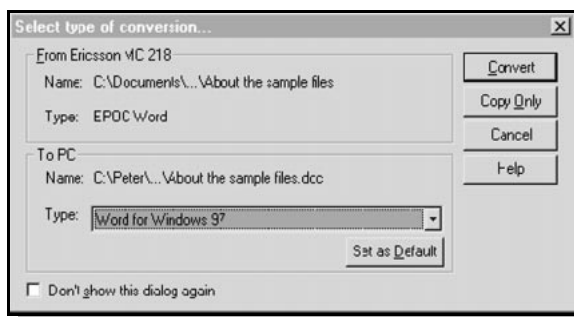
To copy a file to your PC:

1. Select **Programs|Windows Explorer** on the **Start** menu to open Windows Explorer.
2. Double-click on the **My Ericsson** icon to display your MC 218's internal drive(s). Double-click on a drive icon to display its contents, then browse for the file you wish to copy.
3. Click on the file you wish to copy and select **Copy** on the **Edit** menu.
4. Open the folder on your PC where you wish to copy the file and select **Paste** on the **Edit** menu.

Tip! *You can also copy the file by clicking on the file icon and dragging it to the folder on your PC.*

5. As Ericsson EPOC Connect copies the file, a dialog box appears in which

you can select the type of file you wish to use on the other computer.



- The dialog suggests a suitable file type for the converted file, e.g. **Excel 5.0/95** for a MC 218 **Sheet** file, or **Word 6.0/95** for a MC 218 **Word** file. Select an alternative type if you use a different file type on your PC.
- Click the **Convert Now** button to copy the file from your MC 218 to the PC and automatically convert it into the chosen file type.

Tip! You can click the **Help** button for more detailed help on the features of this dialog box.

You can use Windows Explorer to manage files and folders stored on your MC 218 in the same way as you can on your PC's drives.

Note! When you delete a file on your MC 218 from your PC it is permanently removed from the MC 218's drive. The file cannot be retrieved from the Windows Recycle Bin, which only stores files deleted from your PC's drives.

Tip! See the online help for more information on how to manage files, folders and disks.

Opening MC 218 files from your PC

You can open a file on your MC 218 using a PC program without first having to copy it to your PC drive. You can edit the file on your PC and then save it back to your MC 218 when you have finished.

To open a MC 218 file from your PC:

- To open a file from Windows Explorer, double-click on the file icon or press Enter. A dialog box appears in which you can select the type of file you wish to use on your PC.
- Select the file type suitable for the program you will use to edit the file on your PC.
- Click on the **Convert** button to copy the file and convert it to the chosen PC file type. Ericsson EPOC Connect opens the converted file using the PC program associated with the file type, e.g. Paint for a Bitmap Image (*.bmp) file, or Notepad for a Text (*.txt) file.



When you save the file within the PC program, Ericsson EPOC Connect saves the edited file back to your MC 218. A dialog box appears which allows you to select the file type for the edited file. Select the appropriate file type for your MC 218, and then select **Convert** to copy the file back to your MC 218. Ericsson EPOC Connect makes a backup copy of the original file which is renamed with a '.bak' suffix, e.g. a file named 'Document' is backed up as 'Document.bak'.

Tip! *Don't delete the backup version of the file from your MC 218 until you are sure you want to use the edited version instead. See the online help for more information on how to open MC 218 files on your PC.*

Using Ericsson EPOC Connect to Print via a PC

You can use Ericsson EPOC Connect to connect your MC 218 to a PC via the PC docking cable. You can then print files from your MC 218 to almost any of the printers installed in Windows on your PC, whether directly connected, or networked to your PC.

To print via a PC:

1. Tap the Printer icon in the Control panel on the Desktop screen, or select **Printing ► Print setup** on the **File** menu in the program from which you want to print.
2. If you are printing from within a program, press **Printer**.
3. Select Printer via PC as the method by which you want to print.

You can now print a file using Ericsson EPOC Connect to print via a PC. Refer to the Ericsson EPOC Connect online help for more information.

BACKING UP YOUR MC 218

Performing your first backup

You can use Ericsson EPOC Connect to back up all the files stored on your MC 218 to your PC. Keeping backups of your MC 218 files on your PC means that you have a separate copy of all your work which can be restored to your MC 218. For example, you can restore backed up files to your MC 218 if you accidentally delete a file, wish to revert back to an older version of a file, or need to restore files if you forget to change the batteries.

To make a backup:

1. Double-click on the **My Ericsson** icon on the desktop.
2. In the My Ericsson window, select the drive(s) on your MC 218 you wish to back up.
3. On the **File** menu, select **Back up** to start backing up the files on your MC 218. Ericsson EPOC Connect displays a progress window showing how long the backup will take and will inform you when it has completed.

Tip! *See the online help for more information on how to back up and restore your MC 218 files.*

Scheduling regular backups

You can set Ericsson EPOC Connect to make automatic backups at regular intervals so you do not need to remember to back up your MC 218. It is a good



idea to schedule automatic backups because it means you will always have up-to-date copies of your MC 218's files.

To schedule regular backups:

1. Right-click on the **My Ericsson** icon and select **Properties**.
2. Move to the Backup tab.
3. Click on Perform automatic backup and select how often you wish to backup your MC 218.

Tip! *See the online help for more information on how to schedule regular automatic backups.*

SYNCHRONIZING YOUR MC 218

What is synchronization?

You can use synchronization to manage information which you wish to keep up-to-date on both your PC and MC 218, such as calendar appointments or an address book. When you synchronize, Ericsson EPOC Connect checks the information in your PC scheduler with the matching Calendar or Data file on your MC 218, and then updates the files on both your PC and MC 218 to include the new information. Some examples of synchronization are:

- if you add a new appointment in your MC 218 Calendar, the date, time and notes for the entry will be copied to your PC scheduler.
- if you change a phone number in your PC scheduler, it will be amended in your MC 218's address book.
- if you enter overlapping appointments in your PC and MC 218 agendas, Ericsson EPOC Connect will warn you of the conflict.

Many people will just use one synchronization task to keep their MC 218 information in step with their PC information. Synchronization tasks can be used in a number of other ways, for example:

- You and other colleagues could synchronize their work Calendars with the same master scheduler on a networked PC.
- You may have a work Calendar synchronizing with a network installation of Organizer at the office, and a personal Calendar synchronizing with Schedule+ on your PC at home.

Tip! *See the online help for more information on how to synchronize your MC 218 with a PC scheduler.*



Contacts

With the Contacts program, you can view and maintain detailed information about personal and business contacts. You can add, change and delete contact information, and quickly search for a particular contact. You can also add a voice note to a contact. The names and phone numbers in Contacts can easily be transferred to your mobile phone (or vice versa) via the My Phone program.

Ericsson, John	First name: John	Contacts New contact Edit contact Start Dial
Gonzales, Pamela	Last name: Ericsson	
Home	Mobile: +46 171 555 1234	
Jose Blanco	Home tel: +46 181 555 1234	
Steven, Mutelezi	Company: EricNet	
The gym	Work email: john@ericnet.com	
Find: <input type="text"/>	1/6	

ADDING AN ENTRY

Names, addresses, and other contact details are identified by 'labels' which appear next to boxes in the New contact dialog. Contacts can be added in any order and they are sorted into alphabetical order as they are added. The sort order can be changed if required (see "Sorting Entries").

To add an entry:

1. Tap **New contact** or select **New contact** on the **File** menu.
2. Type the information next to the appropriate labels. Boxes can be left blank if desired although either the First name label or Company label must be filled in.
 - Tap on a box or use the arrow keys to move between the boxes. Use the scrollbar to move to boxes which are not currently displayed.
 - Tap on the Work info and Other page tabs to enter further contact details.
3. The arrow keys on the keyboard can be used to move the cursor around the text. Press the Enter key to start a new line of text where appropriate.
4. Use the **Save** button when the entry is complete to save the information.

LOOKING AT CONTACTS

Contacts has one view with the information for each contact as a single page. A list of contacts is shown in the "browser" next to the page; the currently displayed contact is marked with a bullet

- Tap on a contact on the browser or drag the vertical scroll bar, or use the up and down arrow keys on the keyboard to display the contact details.

SORTING ENTRIES

Contacts are sorted automatically as they are added. To sort them in a different way, tap the **Sort** button or select **Sort by** on the **View** menu.

FINDING A CONTACT

To find a particular contact enter some of the text or characters which are included in the contact details (a 'search clue') into the Find dialog box and press Enter to display all the contacts which contain the text.

Note! *Only name and company labels are searched. To search all labels, use the **Find in all text** command on the **Edit** menu.*

After a search, press the Esc key to show to the full contact list again.

CHANGING OR DELETING CONTACTS

Existing contact details may need to be changed, or updated - for example if a contact's telephone number changes.

To change a contact:

1. Select the contact by moving the cursor onto the contact in the browser.
2. Tap **Edit contact** on the toolbar or select **Edit contact** on the **File** menu.
3. Change the information as required, and tap **Save** to save any changes.

To delete a contact:

1. Select the contact as described above.
2. Select **Delete contact** on the **File** menu.

Note! *If a contact is accidentally deleted it can be recovered by selecting **Undo delete** on the **Edit** menu.*

EXCHANGING CONTACTS

It is possible to exchange a contact between your MC 218 and another MC 218 or any other device that supports the transfer of contacts in vCard format using IrObex infrared. It's also possible to transfer contacts from one machine to another by exporting a contact to a file in vCard format on one machine, transferring the file to another machine and importing it there.

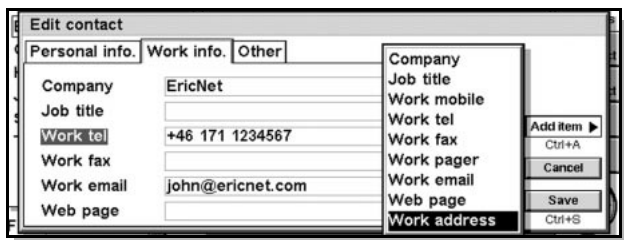
- To send a contact using infrared, select the contact to be transferred and use **Infrared ► Send** on the **Tools** menu.
- To receive a contact using infrared, use **Infrared ► Receive** on the **Tools** menu.
- To export a contact as a vCard file, select the contact to be transferred and use **More ► Export contact** on the **File** menu. You need to specify the name you want to give the vCard file and the disk and folder you want it to be put in.

Note! *You can export all contacts that contain a particular piece of text (e.g. all contacts with the same Company name) into the same vCard file, by first searching for the piece of text and then exporting the contacts.*

- To import a vCard file, use **More ► Import contact** on the **File** menu.

CHANGING THE LABELS

Labels can be added to a contact card while adding or editing the contact details. Each contact can have a different set of labels.



Note! *To delete a label for a specific contact, edit the contact and remove the information from the label. The label is **NOT** deleted for any other contact in the list.*

Adding labels to the current contact

The **New item** button in the Add and Edit contact dialogs can be used to add a new label to the current contact.

Note! *More than one label of the same type may be added, but it can only be added to a dialog page if an existing label of the same type does not already exist in another dialog page. Multiple labels of the same type may also cause PC synchronization problems.*

Changing labels for all new contacts You can change the name and position of labels for all new contacts using **Setup labels** on the **Tools** menu. Use the buttons in the dialog to add new labels, delete unwanted labels, to change the position of labels or to rename them.

PRINTING CONTACTS

All contacts, a single contacts or all contacts containing a search clue, can be printed.

- Before printing, refer to the instructions in the ‘Printing’ section of the “Working with the MC 218” chapter to select a printer.

To print contacts:

1. Display the contacts to print by typing a search clue which is contained in all the contacts to print. To print all the contacts, press Esc to make sure that all the contacts are included.
2. Set print options using the **Printing** commands on the **File** menu:
 - **Page setup** controls page size and margins, and adds headers and footers. See the ‘Printing’ chapter for more details.
 - **Print setup** specifies how the contacts will appear in the printed copy.
 - **Print preview** displays miniature pages showing the information will look when printed.
 - **Print** prints selected contacts.

DEFAULT KEYPRESSES FOR CONTACTS

The default keypresses for Contacts are:

Ctrl+	Normal keystroke	Shifted keystroke
A	Select all	
B		
C	Copy	
D	Delete contact	Delete all contacts
E	Close	Edit entry
F	Find in all text	
G	Next contact	Previous contact
H		
I	Sort by	Contacts store info
J		
K	Preferences	
L	Setup labels	
M	Zoom in	Zoom out
N	New contact	
O		

P	Print	Print setup
Q		
R		
S		
T	Show toolbar	
U	Edit contact	
V	Paste	Print preview
W		
X	Cut	
Y	Flip screen layout	
Z	Undo delete	



Note! *An empty space indicates no available function for that keypress.*



Calendar

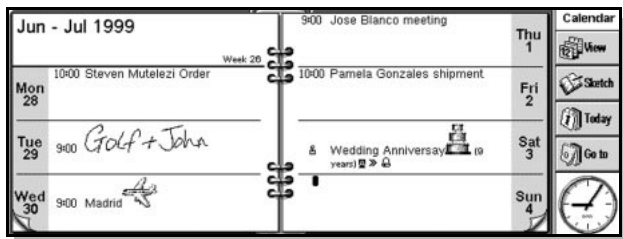
You can use the Calendar program as a time manager, for recording appointments, events, birthdays, anniversaries and lists of things to do. When you first open it a planner appears for the current week, or the 'Week view'. You can start adding your appointments and other entries straight away by moving to the appropriate day and typing them in.

What if I've already got a schedule file in my PC scheduler?

If you keep your schedule on your PC, you can use Ericsson EPOC Connect to synchronize your PC scheduler with a new Calendar file to quickly bring all your entries across. You can then synchronize regularly to keep the information up to date in both places. See the Ericsson EPOC Connect online help for details.

MOVING AROUND

- Use the arrow keys to move around the days.
- Press the **Today** button on the toolbar, or the Spacebar to go to today's date. Press the Spacebar again to move back to the day you were on.
- Tap on the turn-ups or 'dog ears' in the bottom corners of the pages to move between pages.
- To move between dates, tap on the title of the view or press Ctrl+J to see a calendar (you can also press Tab in some views). Move the highlight to the date you want and press Enter.



Note! *The Calendar has a number of other views, e.g. a Day view and a Year view. You can set preferences to change which view you see when you first open the Calendar program, and customize other aspects of the way Calendar works. See "Customizing Calendar" later in this chapter.*

ADDING APPOINTMENTS AND EVENTS

You can add appointments and events. Calendar has 3 types of entries for appointments and events:

- **Timed day entries** for appointments that you wish to give a duration, e.g. a meeting or dental appointment. The duration can be displayed in the Calendar views so that you can see when you are busy. A timed entry can have any duration (up to 31 days).
- **Untimed day entries** for an appointment without a duration.
- **Events** for entries that you wish to last a specified number of days, which do not have start and end times, e.g. holidays.

Timed and untimed entries

To enter a Timed or Untimed day entry:

1. Move the cursor to the date of the appointment and start typing. As soon as you start typing the New entry dialog is shown where you can set the start time and duration of the appointment. If the appointment does not need a start time, remove the tick from the Timed entry dialog box.
 - A timed entry appears with a start time, and can also be displayed with a duration. Entries which cross midnight are marked with « on subsequent days.
 - An untimed entry appears with a bullet and is displayed in the time slot where you type it in.
2. You can set the duration or end time of a Timed entry in the New entry dialog, or press the **Alarm/More** button and move to Details page to enter a duration longer than 23 hours.

Note! *Each view has a standard entry type that is created when you start to type. To add other types of Calendar entry, select **Create new entry on the Entry menu**, and then select the type of entry you want. You can change the standard entry type for each view. See “Customizing Calendar” later.*

Note! *You can add a handwritten entry by writing the entry as a sketch, see the “Attaching a Sketch” section later in this chapter.*

Events

To enter an event:

- On the **Entry** menu, select the command for creating a new event. Type in the details of the event, e.g. ‘Holiday in Spain’ and set the start date and duration in days. Event entries are marked with a flag symbol.

‘Pencilling in’ a tentative entry

You can pencil in a Calendar entry, e.g. to reserve a time slot for an appointment that has not been confirmed.

To pencil in a Calendar entry:

- In the New entry dialog, press the **Alarm/More** button, move to the Other page and tick the tentative entry box. The entry will be displayed as grey text in the Calendar views.

To confirm a tentative entry:

- Highlight the tentative entry, then select the command on the **Entry** menu to remove the tick from the menu command.

VIEWING ENTRIES

Calendar has the following views, for looking at Calendar entries in different ways:

- Day view - shows all the entries for one day, hour by hour.
- Week view - shows the entries for the whole week.
- Anniversary view - shows birthdays, anniversaries, etc.
- Busy view - showing your free and busy time over a four week period.
- To-do view - shows lists of things to do.
- Year planner - shows an overview of entries for the year, and displays entry symbols.

Switch between the views by tapping on the **View** button or by selecting the view on the **View** menu.

You can set preferences to change the way the views look. See “Customizing Calendar” later.

ENTRY SYMBOLS

You can group entries together using ‘entry symbols’. An entry symbol is a letter you can use to identify particular entries, for example, M for meetings. The entry symbol can also be used to show entries in the Year planner.

BIRTHDAYS AND ANNIVERSARIES

You can add anniversary entries.

To add birthdays or anniversaries:

1. Move to the Anniversary view and just start typing, or select the command for creating a new anniversary entry on the **Entry** menu in any view.
2. Type in the details of the anniversary, e.g. ‘Jane’s birthday’ and set the day and month of the anniversary.
3. Press the **Alarm/More** button if you wish to specify other details about the anniversary, e.g. the start year and whether you want to see the start year (e.g. a person’s year of birth) and/or the number of years since the start year (e.g. their age). Anniversaries are marked with a candle symbol.

REMINDERS FOR ENTRIES - ALARMS

You can set reminders for Calendar entries.

To set an alarm for a Calendar entry:

1. Move the cursor to the entry.
2. On the **Entry** menu, set the alarm using the command. You can also set an alarm while adding an entry, by pressing the **Alarm/More** button in the New entry dialog and then moving to the Alarm page.
3. Set the amount of warning that you want, or the time at which you want the alarm, and the alarm sound you want.

Initially you will see the list of standard alarm sounds, but you can add your own sounds for alarms using the Record program. See the 'Record' chapter for more details.

Entries which have alarms are marked with a bell symbol.

- To remove an alarm, select **Set alarm** on the **Entry** menu and remove the tick from the alarm box.

Will alarms still ring if I close the calendar program?

If you close a Calendar file, the Calendar informs the MC218 clock to ring the next Calendar alarm at the appropriate time. However, the MC218 will not be able to ring any further Calendar alarms from that file until you open it again. If you use alarms a lot in your Calendar, it is therefore a good idea to leave the Calendar file open when you are not using it, even when the MC218 is switched off.

If you do need to close the Calendar file, do not set an alarm and then immediately close the file or switch off. This is because the Calendar program needs a certain amount of time to calculate when the next alarm should ring, and if you switch off before the calculation is complete, the MC218 clock will not have been informed to sound the alarm.

FINDING ENTRIES AND DATES

You can search through the Calendar entries for a particular piece of text or for entries with particular settings, or a particular entry symbol.

To find text, settings or entry symbols:

1. On the **Edit** menu, select **Find**.
2. Type the text you want to find (you can leave the line blank if you want to list all of the entries). Select the dates you want to search using the range lines. Select any other settings as appropriate; press the **Options** button to select the entry types you want to find.

A list of matching entries is shown. Move the cursor to an entry in the list and press Enter to display it in full.

Use the commands on the **Edit** menu to go to the previous or next entry or to go to a specific day.

Using the calendar

You can also go to a specific day using the built-in calendar. Tap on the date titles or press Tab to display it in the Day, Week, or Anniversary views; alternatively select **Calendar** on the **View** menu in any view. Today's date is circled, and the currently selected date is highlighted. In a calendar you can:

- Press the buttons in the top of the calendar to see a 1, 3 or 12 month calendar.
- Tap on the 'dog ears' in the bottom corners of the calendar to move between the calendar 'pages'.
- Use the left and right arrow keys to move between days. Use Shift at the same time to move between dates in a month, Ctrl to move to the same day in the previous or next month, or Fn to move to the first or last date on the 'page'.

When the highlight is on the day you want, press Enter to move to that day.

CHANGING AND DELETING ENTRIES

You can change and delete entries.

To move or copy an entry:

- On the **Edit** menu, use **Cut** or **Copy** to move or copy an entry. Move the cursor to the new entry position and paste the entry. All entry details are transferred to the new location; alarm settings are adjusted accordingly.

To change an entry's 'type', e.g. to change a day entry to an event:

- Highlight the entry you want to change and select the command on the **Entry** menu. Select the new entry type, and complete the settings for the new entry type.

To change the entry text

- Highlight the entry you want to change and tap on it, or press Enter. Now you can edit the text, making use of the normal text selection and emphasis keys. If you wish to change the font, letter size, etc. press the **Alarm/More** button, then move to the Text page. You can also move an entry by editing the entry in this way and changing the entry time or date.

Deleting entries & crossing out

To remove an individual entry from the Calendar, select it and press Del or use the command on the **Edit** menu.

- You don't have to delete individual entries in the past, these can be removed automatically by 'tidying' the Calendar file. See "'Tidying' a Calendar file" later.
- If you want to mark an entry as completed, without removing it from the Calendar, move the cursor to it and cross it out using the command on the **Entry** menu. The entry will now appear in the Calendar views with a line through it, and any alarm for this entry will be cancelled.

REPEATING ENTRIES

You can set an entry to repeat automatically, e.g. a monthly meeting.

To repeat an entry:

1. Move the cursor to the entry and set the repeat using the command on the **Entry** menu.
2. Set up the repeat type as appropriate, e.g. Daily, Monthly, Weekly etc. You can also set the repeat to 'Monthly by date', e.g. the 7th of each month, 'Monthly by days', e.g. the first Monday of each month, 'Yearly by date', e.g. once every year on the same date or 'Yearly by day of week', e.g. the third Tuesday in March every year.
3. Press the **Alarm/More** button to set up the days and dates for the repeats (except for 'Daily' repeats). Set the interval for how many days, weeks, months or years you want between repeats.

- If you only want the entry to repeat a few times, remove the tick from the 'Repeat forever' line and set the number of occurrences, or type in the date of the last occurrence on the 'Until' line.
- If you only want to see the next occurrence of a repeated entry, you can choose to show 'Next only'.

Entries which are set to repeat are marked with ».

Note! *If you select 'Next only' and the last occurrence has passed, you will not see the entry any more. On the **Edit** menu, use **Find** to be able to see them.*

TO-DO LISTS

You can use a "To-do list" to note down tasks or items you want to remember. Initially you have two To-do lists, and you can add more lists later.

You can also give each item on a To-do list a due date, and assign priorities so that the To-do entries control the order they appear in the Calendar views.

Adding a To-do

To add a To-do entry:

1. Move to the To-do view and just start typing, or create a new To-do entry using the command on the **Entry** menu.
2. Type in the details of the To-do, e.g. 'Buy paper'. The "Priority" can be used to determine the order in which To-do entries are listed in the To-do list, priority 1 is highest.
3. If the To-do entry has a deadline, press the **Alarm/More** button and tick the Dated box. Then set the due date to the deadline date. If you want advanced warning of the deadline, set up warnings as appropriate. You can set how due dates are shown, e.g. Date, Days or Auto (date, days and 'tomorrow') if you want to see when the To-do is due.

Creating a new To-do list

You can create new To-do lists so that you can categorize the things you want to remember, for example you can keep a private To-do list and a work To-do list. Each To-do list is displayed on a 'page' in the To-do view. Move between the To-do list pages by tapping on the 'dog ears' in the bottom corners, or using the left and right arrow keys. Tap on the To-do list title to see a list of available lists.

To create a new To-do list:

1. Create a new To-do list using the command on the **To-do lists** menu.
2. Type in a name for the list, e.g. 'Wedding plans'. You can rename the list later if you need to using the command on the **To-do lists** menu.
3. Specify the page number that you want this to-do list to appear on, and which to-do list you want to base the settings of the new list on.
4. Press the **OK** button to save the new list, and you'll see the new list in the To-do view.
 - You can delete an unwanted to-do list and all its entries, using the command on the **To-do lists** menu.

Customizing a to-do list

You can change the way the To-do list looks and how To-do entries are shown in the Day and Week views.

To change a To-do list:

- On the **To-do lists** menu, select **To-do list preferences**.
 - Each to-do list is displayed on a 'page'; the page number controls the order in which the to-do lists are displayed. If you want to move the to-do list to another page, set the page number as appropriate.
 - If you want to be able to arrange to-do entries on the list yourself, set the sort order to Manual. New entries you add to the list will appear at the cursor position, and you can cut, copy and paste to-do entries to put them in the order you want.
 - Tick the boxes according to what you want to see in the To-do view and other views.
 - If you want to see to-do entries in a specific time slot in the Day view, for example personal to-do entries in the evening, set the time as the standard position.

You can use **Paste** to insert text copied in other programs straight in as a Calendar entry. For example, copy some text in Word using **Copy**, move to Calendar and to the position you wish the Calendar entry to appear and select **Paste**.

ATTACHING OBJECTS TO ENTRIES

You can also insert information from other programs into a Calendar entry, e.g. add a sketch of a map to the entry for a meeting appointment. This information is called an 'object'.

Attaching Word documents to entries

You can attach a Word document as a 'memo' to any Calendar entry, for example a list of things you want to discuss at a meeting.

To attach a Word document:

1. Highlight the entry to which you want to attach the Word document.
2. Select **Edit object ► Word** on the **Edit** menu.
3. This takes you to a new Word document where you can type in your text. See the 'Word' chapter for more about using Word. When you have finished editing the document, close it to return to Calendar.
 - To see or edit the document later, select the entry with the attached memo and then select **Word** again.

Attaching a 'voice note'

You can attach a spoken memo (a 'voice note') or another sound to any Calendar entry.

To attach a voice note:

1. Select the entry to which you want to attach the voice note.
2. Select **Edit object ► Voice note** on the **Edit** menu.
3. This takes you to a Record file where you can make the recording in the normal way. See the 'Record' chapter for more about using the Record

program. When you have finished making the recording, close Record to return to Calendar.

- To listen to the voice note later, select the entry with the attached voice note and then select **Voice note** again. Play the sound in Record and close Record to return to Calendar.

Attaching a Sketch

You can add a sketch in one of 2 ways:

- By adding a sketch as an entry using the **Sketch** button in the toolbar. You can add a picture, or handwritten note in this way. Just create the picture in Sketch and close the Sketch program to return to Calendar.
- By attaching a sketch to a text entry as an icon. Select the entry to which you want to add the sketch, then select **Edit object ► Sketch** on the **Edit** menu.

In either case, to see or edit the picture later, select the entry with the attached picture and then select **Edit object ► Sketch** on the **Edit** menu.

CUSTOMIZING CALENDAR

You can change the view that you see when you open the Calendar and set preferences for inserted objects by selecting **General preferences** on the **Tools** menu. You can change the way each view looks by selecting **View preferences** on the **Tools** menu, while in the view.

- In the View preferences, you can select which type of entry you will add if you select an empty day or time slot and just start typing, press Enter or tap on an empty slot.
- You can also select which types of entry you want to show in the Day, Week and Year planner views.
- If you want to change the times shown in the day view to suit your working day, change slot definitions in the Day view preferences.
- If you only want to show one entry symbol in the Year planner, set the 'Show which symbols' line in the Year planner preferences to 'One'. Then select the entry symbol you want to show.

You can change the standard settings for entries by selecting **Entry preferences** on the **Tools** menu, and then selecting the entry type.

CALENDAR FILES

You may wish to keep separate Calendar files for business, hobbies etc.

To use a separate Calendar file:

- Create a new Calendar file for your information (using the command on the **File** menu).
 - You can now add entries to the new Calendar file. You can use cut, copy and paste to move entries between Calendar files.
 - If you have two Calendar files and want to combine them, use **Merge** on the **File** menu.

'Tidying' a Calendar file

You should tidy the Calendar on a regular basis to stop the file from getting too large.

To tidy the Calendar:

1. On the **File** menu, select **More ► Tidy/archive file**.
2. You can select whether you want to copy or move old entries to a new file, or delete them. If you move or copy them to a new file, you must specify the name and location of the new file. If you copy them to a new file, the entries are not removed from the current Calendar file.
3. Select which entries you wish to tidy, e.g. crossed out entries, and select the entry types you want to tidy by pressing the **Entry types** button.
4. Select the range of entries you want to tidy.

Note! *If you have moved or copied entries to a new file, you should see the file on the Desktop screen and be able to open it like any other Calendar file.*

PRINTING CALENDAR ENTRIES

You can print all the Calendar entries, or limit the range you print to certain dates of interest, for example only the coming week.

- Before you print, refer to the 'Printing' section of the "Working with the MC 218" chapter; this tells you how to set up the printer and page.

1. On the **File** menu, select **Printing**:
 - Use **Page setup** to specify how the entries will appear in the printed copy. You can control the page size, margins, and add headers and footers. See the 'Printing' section of the "Working with the MC 218" chapter for more about this.
 - Use **Print preview** to display pages showing how the printed copy will look.
2. Use **Print** to print the entries.

When you select **Print** or **Print preview**, you'll see a dialog in which you specify the date range of the entries you want to print.

Press the **Entry types** button to set:



- Whether you want to print all repeat entries or only the next one.
- Whether you want to print crossed out entries.
- Whether you want to print only entries with a specific entry symbol.

SYNCHRONISING WITH A PC

You can synchronize Calendar with a calendar on your PC using Ericsson EPOC Connect, to ensure that both calendars are kept in step with each other.

- Refer to the Ericsson EPOC Connect online help for details of how to synchronise your diaries.

Synchronising entries with a PC scheduler

You can specify for each entry, whether you want to synchronize it with your PC calendar. Entries that are not synchronized are marked with a  , private entries are marked with a  (no border/frame).

1. When adding or editing an entry, press the **Alarm/More** button in the entry dialog, then move to the Other page.
2. Tick the Synchronise dialog box if you want to synchronise the entry with the PC calendar. Tick the Private on synchronised calendars dialog box if you want to keep the entry confidential in the PC calendar.

To change the settings of a whole To-do view/list for example:

- On the **To-do lists** menu, select **Calendar synchronisation**. If the To-do list is not synchronised, none of the individual To-dos will be. If the To-do list is set to Private, so are all individual To-dos.



My Phone

The My Phone program allows you to:

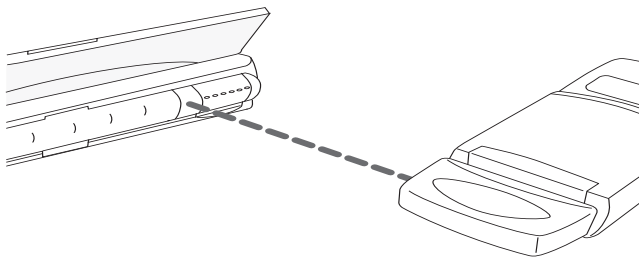
- View and edit phone numbers stored in the mobile phone and in the MC 218 Contacts database.
- Copy entries between the Phone Book and the MC 218 Contacts database.
- Search for phone numbers and make calls using phone numbers in your Phone Book and the MC 218 Contacts database.
- View and edit your phone settings. Settings is the function that lets you adapt your phone to your own needs in different situations.
- Compose your own personal ring signal and edit existing personal signals.

Together with the Contacts program, your MC 218 gives you the perfect solution for keeping track of phone numbers and contacts.

In the MC 218 online help you find more information about My Phone than is covered in this manual.



Tip! *If you do not have any information in your MC 218 Contacts database, we recommend that you copy your Phone Book contents to it the first time you connect your phone to your MC 218. You might want to edit the Phone Book first, using the convenient features in the My Phone program. Information on how this is done is found in the sections “Editing Your Phone Book” and “Copying from Phone Book to Contacts”.*



Note! *To open your Phone Book and save your changes to the phone, the phone must be connected to the MC 218 via the infrared port.*

SETTING UP THE INFRARED CONNECTION

Your MC 218 is prepared for infrared communication, and you can easily connect it to an Ericsson phone equipped with an infrared modem.

To set up the infrared connection:

1. Connect the infrared modem to your phone and switch on the phone.

Note! *The infrared modem supplied with your MC 218 is designed for Ericsson phones without a built-in infrared modem. Alternatively, the Ericsson 888 GSM phone, for example, has a built-in infrared modem and its IR port is activated in the phone's main menu.*

2. Face the two infrared ports from each unit, the MC 218 and your phone, towards each other, no more than one metre apart.
3. Tap the **My Phone** program icon to start the program. When My Phone has read the Phone Book data in your phone, you can edit and synchronize your telephone books, change settings and much more.

EDITING YOUR PHONE BOOK

The My Phone program lets you edit the entries in your Phone Book, as well as move or copy them.

Note! *To edit your Phone Book and save the changes to the phone, the MC 218 has to be connected to your phone.*

To edit an entry:

1. Select the entry in the Phone Book (the right part of the window) that you want to edit and tap **Edit entry** on the toolbar.
2. In the box that appears, make the changes you want and tap **OK**.
3. Save the changes to your phone by tapping **Save to Phone** on the toolbar.

You can also move or duplicate an entry between positions in your Phone Book.

To move or copy an entry:

1. Select an entry in the Phone Book by tapping it once.
2. On the **Edit** menu, select **Cut** to move the entry or **Copy** to duplicate it.
3. Tap an empty position in the Phone Book.
4. On the **Edit** menu, select **Paste**.
5. Save the changes to your phone by tapping **Save to Phone** on the toolbar.


Tip! *You can also exit the program without saving to the phone. The changes made to the Phone Book on your MC 218 are saved automatically.*

COPYING FROM PHONE BOOK TO CONTACTS

Note! *To be able to copy as described below, your MC 218 has to be connected to the phone.*


You can copy a person's or a company's name and number stored in your Phone Book to your Contacts database.

To copy an entry from the Phone Book to the Contacts database:

1. Select an entry in the Phone Book (the right part of the window) by tapping it once.
2. Tap the left arrow button  to copy the number to the Contacts database. The entry is copied to the first available position and according to the sort order you have chosen in Contacts, e.g by last name.


You can also add a new number to an existing Contacts entry. For example, you might already have a person and his mobile number stored in your Contacts database, and later want to add his work number.

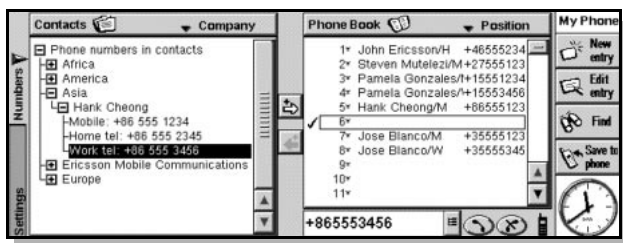
To copy a number to an existing Contacts entry:

1. In the Contacts area of My Phone, select the name where you want to copy the number.
2. In the Phone Book, select the number you want to copy.
3. Tap the left arrow button  to copy the number to Contacts. If the number already has an indication of what number it is, e.g. /W for Work number, it is copied to this field on the contacts card. If the number does not have a type of number indication, you are asked to enter one before the number is copied.

COPYING FROM CONTACTS TO THE PHONE BOOK

To copy entries from the Contacts database to the phone book:

1. In the Phone Book tap an empty position where you want to place the new entry.
2. Select a number in your Contacts database by tapping it once.
3. Tap the right arrow button  to copy the entry to the Phone Book.



4. Save your changes by tapping **Save to Phone** on the toolbar.



Tip! If you want to copy all numbers belonging to a company or a person to your Phone Book, tap the company name or person in question instead of a specific number as in step 2 above.

SYMBOLS IN PHONE BOOK

Position numbers in the MC 218 Phone Book are sometimes displayed together with symbols indicating the status of the entry.

Symbol	Explanation
!	Displayed when Unique numbers (Tools menu) is selected. Indicates that the entry is in the phone, but not in Contacts.
*	Indicates that the entry is new or edited, but not saved to the phone.
⌘	Indicates that the entry is stored in the phone memory.
√	Indicates that the entry is selected.

INDICATING TYPE OF NUMBER

When you copy entries from your Phone Book to the Contacts database, you can decide where to store the number. You can do this by adding a slash (/) and one of the following capital letters to the number in your Phone Book:

- W = work number
- WM = mobile phone work number
- M = mobile phone number
- H = home number
- WF = work fax number
- HF = home fax number
- P = personal pager number
- WP = work pager number

For example:

If you want to place a number from your Phone Book in the first home number box in the Contacts database, type “/H” after the name.

When you copy entries from the Contacts database to your Phone Book, the numbers are stored in the Phone Book with a slash and a letter telling you

what kind of number it is. The letter also helps you to identify what kind of number it is when using your phone.

CREATING A NEW PHONE BOOK ENTRY

You can create a new entry with name and phone number in the My Phone 'Phone Book' and then save the new entry to your mobile phone.

To create a new entry in your Phone Book:

1. Start the My Phone program by tapping its icon.
2. Tap the Phone Book area to activate it.

Note! *Which entries are displayed in the Phone Book depends on whether you have loaded information from the phone SIM card memory or phone memory (using **Load on the File menu**), and where you store your Phone Book entries in your phone. Please refer to your mobile phone manual for more information on phone memories.*

3. Tap an empty row where you want to store the new entry. If you do not select a row, the new entry is inserted in the first available position.
4. Tap **New entry** on the toolbar.
5. Type the new name in the Name box and the phone number in the Phone Number box.
6. Indicate which type of number it is by tapping an option in the list box to the right of the Phone Number box.
7. Tap **OK** to save the new entry in the Phone Book.

Note! *If you want to save the new entry to the phone, make sure your MC 218 is connected to the phone, and then tap **Save to Phone** on the toolbar.*

MAKING CALLS FROM YOUR MC 218


Via an infrared connection to your phone, you can make calls using the numbers you store in the Phone Book or Contacts.



To make a call from the MC 218:


1. Make sure that your MC 218 is connected to your phone.
2. Start the My Phone program by tapping its icon at the bottom of the screen on your MC 218.

The right part of the window now shows your Phone Book contents. The left part of the window shows the overall view of your MC 218 Contacts database.

Note! *If your phone is not connected to your MC 218, the contents of the Phone Book are data stored from the last time you ran My Phone.*

3. Select the number you wish to dial in either the Phone Book or the Contacts database by tapping it once. (The overall view in the Contacts register can be expanded and collapsed by tapping + and -). You can also type the number you wish to dial in the number box at the bottom of the window.
4. Tap the Call button  to initiate the call.

- 
5. Wait for the MC 218 to set up the call and then pick up your phone (if you do not use a handsfree kit).
 6. End the call by pressing the **NO** key on your phone, or, if you are using handsfree, tap the Hang Up button  in My Phone.


Tip! *You can re-dial the last numbers by tapping the History button  to the right of the number box and then choosing the number you want to dial.*


SEARCHING THE PHONE BOOK AND CONTACTS

You can search for a specific name or number in the MC 218 Phone Book and Contacts database. You can then edit or call the found entry.

To search for a specific item in the Phone Book or Contacts database:

1. Tap **Find** on the toolbar to the right of the window.
2. Enter a name (or part of a name) or a number in the search box (Find:) and specify where you want to look (in:).
3. Check Contacts and/or Phone Book, depending on which database you want to search.
4. Tap **Find**.
The search function automatically finds any items that match your search entry and lists them for you.
5. To edit the item you searched for, select it and tap **Edit**.
To call the number of a found item, select it and tap **Call**.



Tip! *You can re-dial the last search entries by first tapping the History button  to the right of the search box (Find:) and then tapping the entry you want to use.*

PHONE BOOK AND CONTACTS SORT ORDERS

Phone Book

You can use two different header types in your MC 218 Phone Book. To switch headers, select **Switch Phone Book header** on the **View** menu. If you choose to use the list headers, the only thing you need to do to change the sort order of your Phone Book, is to tap the column header corresponding to the way you want the Phone Book presented (i.e. Position, Name and Phone Number).

If you choose to use the My Phone headers, you need to tap the Phone Book header and select sort order.

The **View** menu also allows you to change the way the Phone Book is presented to you:

- On the **View** menu, select **Phone Book by**, and make your selection.

Contacts

To change the sort order of your Contacts database, tap the Contacts header and choose an option corresponding to the way you want the overall Contacts database to be presented (i.e. Company, Last Name, First Name).

The **View** menu also allows you to change the way the overall Contacts database is presented to you:

- On the **View** menu, select **Contacts by**, and make your selection.

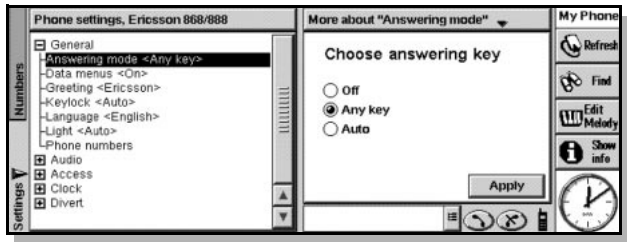
PHONE SETTINGS

The Settings Tab

The Settings tab gives you access to your phone's settings. By using the different options on the Settings tab, you can easily adapt your phone to your own needs. Please note that the settings information of the following phone models cannot be read by My Phone: 628, 688, 768 models identifying themselves as 768 in My Phone and 788 (phones identifying themselves as 768/788e can be read into Settings).

To open the Settings tab:

1. Make sure your MC 218 is connected to your phone.
2. Start the My Phone program by tapping the icon.
3. Tap the **Settings** tab.
4. When you tap the **+** signs in the tree that appears, information is read from the phone and the current settings in your phone are displayed.



5. For each setting, follow the instructions that appear on the right-hand side of the screen. To hide the instructions, tap **Hide info** on the toolbar. See your phone manual for detailed information on your phone's settings.

Setting Up the Internet and Message Programs

INTRODUCTION TO SETTING UP

This document covers the configuration of your MC 218 for connection to the Internet, and of Message for sending and receiving fax, e-mail and SMS messages. For information on how to set up your MC 218 to work with an Ericsson infrared mobile phone, please see the “Quick Setup for Mobile Users” section later in this chapter.

This chapter starts with a list of all the information that you need to collect about your modem, mobile phone (or phone line) and Internet or Internet service provider. The section “Setting Up the Control Panel Sections and the Message Program” gives you comprehensive instructions on how to set up the Internet and Message programs.

See the “How Do I...? Mobile And General Usage” section at the end of this chapter for more details if the setup instructions do not cover all the things you need to do to get set up.

The terms Internet Service Provider or ISP could also refer to a corporate network access where appropriate.

An easy way to set up your connection to the Internet is to run the Ericsson Mobile Internet Setup Wizard. The wizard creates a simplified Internet setup without advanced options. It sets the appropriate options in the Modem, Dialling and Internet sections of the Control panel. The wizard starts the first time you open the Internet program. You can run the wizard at any time by tapping the Setup quick launch icon on the Extras program bar.

BEFORE SETTING UP

Before you start setting up your MC 218, ensure you have all the information in the table below.

Information you need:	Where to find this out:	Write the information in here for reference:
<p>The make and model of your modem.</p> <p>Mobile connection: <i>Please note that your MC 218 comes with an attachable infrared modem, and that the option Ericsson Infrared Modem is the pre-set default.</i></p>	<p>On the modem itself, or in the literature which accompanied it.</p>	
<p>The speed you should use your modem at.</p> <p>Mobile connection: <i>The default option Ericsson Infrared Modem already has the appropriate speed set.</i></p>	<p>In the documentation that came with your modem. If your modem is in the list of pre-defined modems, you should not need to adjust this. To view the list of pre-defined modems, open the Modems section of the Control panel, and tap in the Current modem line.</p>	
<p>Fixed line connection only: If the phone line you are using has a <i>Call Waiting</i> facility - the code you need to dial to disable Call Waiting.</p>	<p>From your telephone company.</p>	
<p>Fixed line connection only: If you want to use a <i>chargecard</i> - the account number and PIN of the chargecard.</p>	<p>In the literature that accompanied your chargecard.</p>	

Fixed line connection only: If you want to use a chargecard - the order in which information such as your account number and PIN ought to be sent.	In the literature that accompanied your chargecard.	
The phone number you should use to connect to your service provider. (This is often called a <i>Point Of Presence</i> or <i>POP</i> .)	From your Internet service provider, or in the information you received when you opened your account.	
The username and password for your Internet account.	From your Internet service provider, or in the information you received when you opened your account.	
Whether or not you need to specify your machine's <i>IP address</i> when you connect. Only a small number of service providers require this.	From your Internet service provider. If you are in doubt, you can leave the setting which tells the MC 218 to get the IP address on connection.	
Whether or not you need to specify the addresses of your service provider's name servers (<i>DNS addresses</i>) when you connect. Only a small number of service providers require this.	From your Internet service provider. If you are in doubt, try leaving the standard setting which tells the MC 218 to get the name <i>server</i> addresses on connection.	
Whether or not your service provider requires you to perform a text-based - or script-based - <i>login</i> . Only a small number of service providers require this.	From your Internet service provider.	
Your e-mail address.	From the administrator for your e-mail account. This will often be your Internet service provider.	

The <i>username</i> and password you should use to log in to your <i>mailbox</i> .	From the administrator for your e-mail account. This will often be your Internet service provider.	
The name of the e-mail server for incoming messages. This is often called the <i>POP3 server</i> .	From the administrator for your e-mail account. This will often be your Internet service provider.	
The name of the e-mail server for outgoing messages. This is often called the <i>SMTP server</i> .	From the administrator for your e-mail account. This will often be your Internet service provider.	

OVERVIEW OF SETTING UP

Before connecting your MC 218 to the Internet, you need to prepare your machine and software.

Preparing your MC 218 and software will require:

1. Making sure your Ericsson mobile phone is fitted with an infrared modem – an attachable infrared modem is supplied with MC 218 (alternatively, you can connect your MC 218 to a fixed line modem).

Note! *The Ericsson GSM phones in the 600, 700, 800 series and in the A-, R- and T-class are supported by the MC 218.*

2. Correct positioning of the two infrared ports of the MC 218 and your mobile phone (if applicable).
3. Choosing the type of modem you use (Ericsson Infrared Modem is the default).
4. Setting the *location* you are dialling from (Mobile is the default).
5. Choosing the service provider you use to connect to the Internet.
6. Entering e-mail-specific settings in Message.

The following sections describe each of these stages in turn.

Tip! *Each of the dialogs you use when setting up the new sections of the Control panel on your MC 218 has a **Help** button. Tap this to find out more information on what to put in each line of the dialog.*

QUICK SETUP FOR MOBILE USERS

Connecting Your MC 218 to an Infrared Modem

Your MC 218 is prepared for infrared communication, if your Ericsson mobile phone has a built-in infrared port and modem, or an attachable infrared modem.



To set up the infrared connection:

1. Connect the infrared modem to your phone and switch on the phone.

Note! *The infrared modem supplied with your MC 218 is designed for Ericsson phones without a built-in infrared modem. Alternatively, some Ericsson GSM phones, have a built-in infrared modem and its IR port is activated in the phone's main menu.*

2. Enable the infrared port on your phone, if applicable. You should do this just a short time before attempting to connect. Your phone's user guide will tell you how to do this.
3. Position the two infrared ports of the MC 218 and your phone towards each other, no more than one metre apart.

Setting Up the Infrared Mobile Phone

Connecting to the Internet with your MC 218 while you are on the move is quick and easy. Your MC 218 comes with pre-defined settings for mobile use. Normally you will not have to go through all steps below.

To set up your infrared mobile phone:

1. Open the Dialling section of the Control panel on the Desktop screen and select Mobile in the Current location line. Select **OK**.
2. Open the Modems section of the Control panel and select Ericsson Infrared Modem. Select **OK**.
3. Open the Internet section of the Control panel. Select **New** and enter the details of your account with an Internet service provider or your corporate network. Select **Done**, then **OK**.
4. Open the Message program, make sure you have entered your e-mail account settings using **Add new account** on the **Tools** menu.

You are now set up to use the Message and Internet programs with your mobile phone.

CONNECTING YOUR MC 218 TO A FIXED LINE MODEM

The first stage of connecting to the Internet using a fixed line modem is to connect your MC 218 to a modem and phone line and set them up for communication.

To connect your MC 218 and modem:

1. Connect your modem to a phone line, and, if necessary, to a power supply. Make sure the modem is switched on.
2. Connect the modem to the serial port of your MC 218 using an appropriate cable.

SETTING UP THE CONTROL PANEL SECTIONS AND THE MESSAGE PROGRAM

This section provides detailed information about how you enter the set up information in the Control panel sections and within the Message program. A full setup of the Internet and Message programs requires you to enter information in four locations:

1. The Modems section of the Control panel.
2. The Dialling section of the Control panel.
3. The Internet section of the Control panel.
4. The Tools menu of the Message program.

Please refer to the “Proxy Servers & Speed of Transfers” section of the “Internet” chapter in this manual for information on proxy server settings.

Specifying the type of modem you use

Once you have connected your MC 218 and modem, the next stage is to tell the software what type of modem you are using. The MC 218 communications software comes with a number of pre-defined modem settings to make this easier.

To specify the type of modem you use:

1. Open the Control panel on the Desktop screen and open the Modems section.
2. Tap in the Current modem box or press Tab to see the list of pre-defined modems. Ericsson Infrared Modem is the default.
 - Use the **New** button if the list does not include a modem compatible with your own, then enter the settings you use.
 - Use the **Edit** button to change any of the modem settings. To change the modem speed, use the Port page. To change the loudspeaker volume, use the Options page.
3. Select the modem you use, or a modem from the list which you know is compatible with your own. Select **OK**.

Setting the location you dial from

When you connect to the Internet using the MC 218 communications software, your MC 218 instructs the modem to dial for you. You need therefore to specify the location you are dialling from, so that your MC 218 can automatically adjust the number, e.g. by adding a 9 to get an outside line if you are dialling from an office telephone system. This automatic adjustment is known as *smart dialling*.

To set the location you dial from:

1. Open the Dialling section of the Control panel on the Desktop screen.
2. In the Current location line on the Location page, select the location which sounds most like the one you are dialling from. Mobile is the default. The pre-defined locations have the following settings:

Pre-defined location	Connection type	Dial out prefix	Disables Call Waiting	Uses chargecard
Office	Fixed line	Yes: '9,' for both local and long distance numbers	No	No
Mobile	Mobile	No	No	No
Home	Fixed line	No	No	No

Note! *If the location you use does not correspond to any of the pre-defined locations, you can create a new one easily using the **New** command on the Location page and follow the instructions as for the **Edit** command in step 3 below.*

3. On the Location page, select **Edit** to alter any of the settings relating to your Current location.
 - On the Location page, if required, you can change the name of the Current Location or enter a new location in the Name line.
 - On the Location page, select Fixed line or Mobile. If you select Mobile, go directly to step 5 below. If Fixed line is selected, select your current country and enter your area code.
 - On the Dial out page (Fixed line only), enter any prefixes you need to get an outside line.
 - On the Chargecard page (Fixed line only), tap the Use a chargecard box and tap the **Options** button if you want to use a chargecard from your selected Current location. Select **Edit**, or **New** if the list of pre-defined chargecards does not contain one compatible with your own. Enter your account details on the Details page and the order in which information should be sent on the Rules page.
 - Use the Dial settings page (Fixed line only) to indicate whether you use *tone* or *pulse dialling*, and whether you need to wait for dial or proceed tones while dialling out.
4. On the Tone dialling page (Fixed line only) you can:
 - set the Tone time (1/32 sec);
 - set the Delay time (1/32 sec);
 - set the Pause time for (.) (1/32 sec);
 - enter a Sample number; and
 - tap **Dial** to perform Test tone dialling.
5. On the Country page, select your current country.

For more information on each of the settings, tap the **Help** button on the appropriate page of the dialog.

Specifying your Internet service provider

Once you have set up your modem and the location you dial from, you need to enter a few details about the Internet service that you use to connect to the Internet.

To specify your internet service provider:

1. Open the Internet section of the Control panel on the Desktop screen.
2. Tap in the Current Internet service box or press Tab to see the list of pre-defined service providers. Select the service provider you use.

Note! *If your service provider does not appear in the list, you can add a new one using the **New** button. For more information on this, see "...add a new Internet service?" in the "How Do I...? Mobile And General Usage" section later on.*

3. Tap the **Edit** button and:

- On the Service page: enter the access number you use in the Standard dial-up number line. Including the country and area codes. (You may need to omit the first 0 from the area code.)
- On the Account page: remove the tick from the Manual login box and enter the username and password for your Internet account, confirming your password.

4. Select Done, then OK.

Note! *If the Internet service provider you are using requires you to specify your IP address or the DNS addresses, or requires you to log on using a 7 bit setting for data transfer, you can change these settings on the Addresses and Login pages of this dialog. For more details, use the **Help** button on the dialog pages, and see the articles in the “How Do I...? Mobile And General Usage” section later on.*

Note! *If your service provider requires you to perform a text-based or script-based login, you will need to use a script. The pre-defined Internet services come with scripts already set up. If you are creating a new Internet service and need to create a new script, see the appendix on scripting in the MC 218 Reference information available on Ericsson’s Mobile Internet site.*

Entering your e-mail and fax settings in the Message program

The final stage of the setting up process is entering your e-mail and fax details in the Message program.

To start the Message program:

- Tap on the **Message** program icon.

To enter the e-mail settings:

1. On the **Tools** menu, select **Add new account ► Email**.
2. Enter the following on the Account page of the dialog:
 - Account name: The name for the new account.
 - Your name: This will appear on all e-mails you send.
 - Email address: This is the e-mail address that will appear on all e-mails you send, and should be the e-mail address you want others to send e-mails to.
 - Mailbox type: If the dialog has a Mailbox type line, select the type of e-mail account you use. (Most e-mail accounts are POP3, but you can also use IMAP4.)
 - Set as default account: Tick this box if you plan to use multiple mail accounts, but generally want new messages to be created and sent using the details from this account. (It is still possible to change the account used for sending individual messages on a message-by-message basis.)
3. Enter the following on the Outgoing page of the dialog:
 - Email (SMTP) server: This is the server through which outgoing e-mail will be sent.
 - Auto send on opening: Remove the tick from this box if you do not want e-mail in your outbox to be automatically sent when you connect to your mail account.



4. Enter the following on the Incoming page of the dialog:
 - POP3 (or IMAP4) server: This is the server used to receive e-mail messages.
 - Mailbox login: This is the mailbox login name provided by your Internet service provider.
 - Mailbox password: This is the password you need to use to access your Remote mailbox.
 - Confirm password: Enter your password again for confirmation.

Tip! *You will receive the above information when you open an account with a service provider.*

Advanced e-mail settings

Occasionally, your email account will require you to specify details such as the port numbers or settings for MIME encoding. If you are not sure whether you need to do this, you should just leave the Advanced email settings as they are.

The Advanced settings allows you to:

- Specify your SMTP or POP3 (or IMAP4) port number, or
- Turn off MIME encoding of messages, or
- Specify that your MC 218 should use Secure password authentication.

To change the advanced e-mail settings:

- Tap the **Advanced** button in the New Email account dialog.

Entering fax settings

To enter the fax settings:

1. On the **Tools** menu, select **Account settings** ► **Fax**.
2. On the Details page enter the:
 - Fax number: This is normally the number of the fax machine on which you want to receive faxes, either your own private machine, or one which you have access to, for example, the fax machine in your office, or the number of the phone your MC 218 is connected to. This number will be printed on the top of faxes you send.

Note! *You can only enter '+', space, and digits '0'-'9' in the Fax ID line.*

- Your name: Enter the name which you want to be printed at the top of the faxes you send.
 - Preferred resolution: is normally set to fine. This is the resolution you will send faxes in and would prefer to receive faxes in. Change this to normal if you want to reduce the size of the fax, or if the fax machine you are sending to can only receive normal faxes.
 - Show connection dialog: Remove the tick from this box if you do not want to display the Connection dialog each time you send a fax.
3. On the Modem page enter the:
 - Max. fax speed: If you have problems when sending or receiving faxes because of a poor quality phone connection you can lower this value.



- Faxback delay: Enter the number of seconds that you want the modem to wait after dialling a faxback number before it expects the fax to be sent.

Note! *The standard settings on the Modem page are designed to work with most setups, so you may want to leave them as they are.*

Setting up to send SMS messages

If you are using a mobile phone supported by your MC 218 communications software, and you have an account with a phone network which supports SMS, you can use the Message program to send SMS messages.

The Message program will attempt to retrieve the correct SMS settings from your phone.

To set up to send an SMS:

1. Ensure that the infrared port is active on your phone (your phone manual will tell you how to do this) and that the infrared ports of your phone and your MC 218 are aligned.
2. Open the Message program, select **Account settings** ► **SMS** on the **Tools** menu.
3. Select the type of phone you are using to send messages in the Mobile phone line.
4. Tap on the Advanced page and select the Edit service centre address line.
5. If the Service centre address dialog is empty, you will have to enter the address manually. To do this, read the address from your phone (your phone manual will tell you how to do this) and type the number in. Your operator can also provide you with the service centre address. Select **OK**.

Advanced SMS settings

The SMS settings dialog provides some further optional controls for sending SMS messages. These are on the Advanced page, and are as follows:

- Character set: if you need to use a different character set, tap the Character set line and select the character set you require.
- Messages remain valid for: this setting determines the period that the network will attempt to re-send the message for if the phone you are sending the message to cannot be reached.
- Edit service centre address: if you want to change the number of the SMS service centre you use, press this button, making sure your phone and MC 218 are ready to communicate with each other (the service centre address is retrieved from the phone).

TESTING YOUR SETUP

Testing your connection in the Internet program

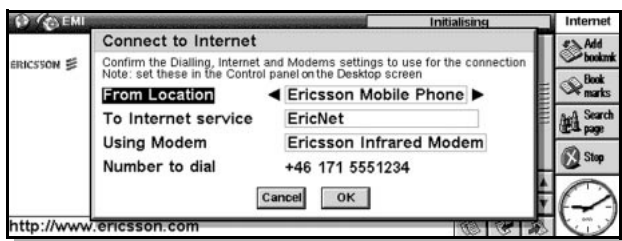
Once you have followed the above steps to configure the Control panel, you can test your connection to your Internet service provider using the internet.

To test your connection:

1. Tap on the **Internet** program icon.
2. Select **Open web page** on the **File** menu and type the address of any World Wide Web page, e.g. 'http://mobile.ericsson.com/mobileinternet'.

Select **OK**.

3. A connection dialog will appear showing the settings you have entered in the preceding steps:



4. If all the details are correct, select **OK** to connect. The Internet program will then connect to the Internet and retrieve the page you want.



Note! *If you experience any difficulties connecting using the Internet program, select **Help on Internet** on the **Tools** menu, then look for information on the problem you are having in the **Help** topics. You can view the list of topics that deal with problems by typing 'troubleshooting' as a search clue with the **Quick find** button on the toolbar selected.*

This test confirms that you can connect to your service provider correctly, and retrieve information from the World Wide Web.

Note! *To disconnect from the World Wide Web when using the Internet program, select **Disconnect from Internet** on the **File** menu.*

Testing your connection in the Message program

A good way of testing that the Message program is set up correctly is to send yourself an e-mail message, then retrieve it from your mailbox.

To send the e-mail message:

1. Tap the **Message** program icon.
2. Tap **New** on the toolbar and select **Email**.
3. Enter your own e-mail address in the **To:** line, then enter text in the **Subject:** line and the message area.

4. Tap the **Save to outbox** button on the toolbar.
5. Tap the Outbox icon in the left-hand folder list, then tap **Send** on the toolbar and select **Email**. The Connect to Internet dialog will appear, as pictured previously. If all the details are correct, select **OK** to start the connection. If any of the settings are incorrect you will need to change them in the Control panel on the Desktop screen.

Note! *The Message program will automatically disconnect from the Internet once it has sent the e-mail message.*

To get the message from your mailbox:

1. Wait for a few minutes to give the message time to arrive. Then tap **Open mailbox** on the toolbar.
2. When the Connect to Internet dialog appears, select **OK**.
3. A list of the messages currently in your mailbox will appear in the Remote mailbox. Select the test message and tap **Copy (inbox)** on the toolbar, or use the **Move to inbox** command on the **Transfer** menu.

Note! *If you experience any difficulties connecting using the Message program, select **Help on Message** on the **Tools** menu, then look for information on the problem you are having in the **Help** topics. You can view the list of topics that deal with problems by typing 'troubleshooting' as a search clue with the **Quick find** button on the toolbar selected.*

Tip! *For more information on the Message program, see the appropriate sections in this User's Manual.*

This test confirms that you can connect to your service provider correctly, and send and receive e-mail.

Sending a test SMS message

To send a test SMS message:

1. Open the Message program, tap **New** on the toolbar and select **SMS**.
2. Enter the number of the phone you want to send the message to, followed by your message, then use **Save to outbox** on the toolbar.
3. Make sure your phone and MC 218 are connected, and, where appropriate, that the infrared port on your phone is activated, then use **Send** on the toolbar, and select **SMS**.

HOW DO I...? MOBILE AND GENERAL USAGE

...remove a modem from the list?

To remove any of the modems from the list of pre-defined modems:

1. Open the Modems section of the Control panel on the Desktop screen.
2. Select the modem you want to remove and tap **Delete**.

Tip! *If you delete all the modems in the list, it will return to the original list of pre-defined modems.*

...change the modem speed?

You can change the speed at which your MC 218 communicates with your

modem. You may want to lower the speed if you are having difficulty connecting.

To change the modem speed:

1. Open the Modems section of the Control panel on the Desktop screen.
2. Select the modem you use and tap **Edit**.
3. Use the Speed line to select the appropriate speed for your modem.

...just dial the number I type?

You can set the MC 218 communications software to simply dial the number you type in the Dialling section of the Control panel - without adding any of the dial out codes or chargecard information you might have set up.

To set up your MC 218 to dial a number:

1. Open the Internet section of the Control panel on the Desktop screen.
2. With the Internet service you use selected, tap the **Edit** button.
3. Remove the tick from the Use 'smart' dialling box on the Service page.
4. Enter the phone number exactly as you want it to be dialled in the Standard phone number line.

Note! *Turning smart dialling off means that your MC 218 will only dial phone numbers exactly as you enter them: it will not add any dial out codes or chargecard information, and it will not remove the area and country codes even if the number you are dialling is in your local area.*

Note! *Turning smart dialling off does not make the MC 218 ignore all location settings, however. If you have set up alternative access numbers for the different locations you dial from (using the Other phone numbers line of this dialog), your machine will still dial the access number corresponding to your current location, but will not add or remove any information to or from the numbers you type.*

...use a call back service?

You can set up the MC 218 communications software to use a call back service, where the server you log into calls you back on a specified number. You may need to use this for dialling into a work network, e.g. for security reasons.

To set your MC 218 to use call back:

1. Open the Internet section of the Control panel on the Desktop screen.
2. Select the Internet service you want to set up the call back details for. Select **Edit**.
3. On the Advanced page, put a tick in the Use call back box, then either:
 - Leave the Call back behaviour line as Use server number. Do this if the server you are dialling to knows the number to call you back on. Or
 - Change the Call back behaviour line to Use number below, then enter the number you want the server to call you back on in the Call back number line.



Note! *If you are using a mobile phone, make sure the call back number the server uses is your 'data' number, and not your 'voice' number. Contact your phone network operator if you are unsure about this.*

...change the length of time I stay connected for?

You can change both:

- The length of time that your MC 218 stays connected to the Internet when no data is being transferred to or from your machine, and
- The length of time your MC 218 stays connected after you have closed any programs which use the connection.

To change the connection time:

1. Open the Internet section of the Control panel on the Desktop screen.
2. In the If idle, stay online for line, set the length of time you want the connection to stay open when no data is being transferred between machines. The minimum setting for this is 1 minute.
3. In the On exit, stay online for line, set the length of time you want the connection to stay open when you have closed all communications programs.

...set alternative access numbers?

You can set alternative access numbers so that your MC 218 will dial the appropriate number according to your location.

To set alternative access numbers:

1. Open the Internet section of the Control panel on the Desktop screen.
2. Select the Internet service you use and tap **Edit**.
3. Tap the **Edit** button in the Other phone numbers line.
4. Select whether you want to set one or two alternative numbers, then for each number set:
 - The location you want it to be used for.
 - The number itself, including the country and area code.

...disable my alternative access numbers?

If you have set up alternative access numbers for each location you dial from, but do not want to use them at present, you can turn them off without losing the setup details.

To disable alternative access numbers:

1. Open the Internet section of the Control panel on the Desktop screen.
2. With the Internet service you use selected, tap the **Edit** button.
3. In the Other phone numbers line on the service page, tap the **Edit** button.
4. In the Use other numbers line, choose **None**.

...add a new Internet service?

You can add a new Internet service if you do not want to use or edit any of the pre-defined services.

To add a new Internet service:

1. Open the Internet section of the Control panel on the Desktop screen.
2. Select the Internet service you use, then tap the **New** button.

3. In the Based upon line, select Current Internet service if you want the new Internet service to start off with the same settings as the one you currently use, or Generic settings if you want the new Internet service to start off with a set of standard details. Select **OK**.
4. Give the new Internet service a name and change or add any details as necessary. Make sure that at the least you include the phone number (including the country and area code) that you dial to connect to your service provider. Select **Done**.

...add a new Internet service based on a template?

You can create a new Internet service based upon a file (called a *template*) which contains settings for your service provider. You may be able to get a suitable template from your service provider.

To add a new Internet service based on a template:

1. Open the Internet section of the Control panel on the Desktop screen.
2. With the Internet service you use selected, tap the **New** button.
3. In the Based upon line, select Settings from file, then use the other dialog lines to locate the template file. Select **OK**.
4. Change any of the details of the Internet service as appropriate, then select **Done**.

...remove a Internet service from the list?

To remove any items from the list of Internet services:

1. Open the Internet section of the Control panel on the Desktop screen.
2. Select the Internet service you want to remove and tap **Delete**.

...set up a direct-line connection?

If you have a direct connection to the Internet (as opposed to a dial-up connection), you can set up the MC 218 communications software so that it does not dial out.

To set up a direct-line connection:

1. Open the Internet section of the Control panel on the Desktop screen.
2. With the Internet service you use selected, tap the **Edit** button.
3. On the Service page, tap the **Direct** radio button in the Connection type line.

...specify my MC 218's IP address?

Some service providers require you to specify the address of your machine when you log on. You can set up the MC 218 communications software to do this for you automatically.

To specify the IP address:

1. Open the Internet section of the Control panel on the Desktop screen.
2. With the Internet service you use selected, tap the **Edit** button.
3. Tap on the Addresses page and remove the tick from the Get IP address from server box.
4. Enter your MC 218's IP address in the line below.

...specify the DNS addresses?

Some service providers require you to specify the addresses of the *DNS* machines (these are often known as name servers). You can set up the MC 218 communications software to do this for you automatically.

To specify the DNS addresses:

1. Open the Internet section of the Control panel on the Desktop screen.
2. With the Internet service you use selected, tap the **Edit** button.
3. Tap on the Addresses page and remove the tick from the Get DNS addresses from server box.

...enable PPP extensions?

If you know that your service provider requires you to use PPP extensions, you should follow the steps below. If you are unsure, you should not enable them.

To enable PPP extensions:

1. Open the Internet section of the Control panel on the Desktop screen.
2. With the Internet service you use selected, tap the **Edit** button.
3. Tap on the Advanced page and put a tick in the Enable PPP extensions box.

...enable plain text authentication

Some Internet service providers require plain text authentication to be used when you log in. If your machine cannot log in due to plain text authentication being disabled, the message 'Internet service server only allows plain text authentication' will be displayed. This means that in order to log in to this server you will have to enable plain text authentication.

To enable plain text authentication:

1. Open the Internet section of the Control panel on the Desktop screen.
2. Select the Internet service you wish to use from the Current Internet service line and tap the **Edit** button.
3. On the Advanced page, put a tick in the Allow plain text authentication box.

Note! *Using plain text authentication means your password is sent to the server without being encrypted first. You may consider this to be a security risk. Contact your Internet service administrator if you are in doubt.*

...disable plain text authentication?

If your MC 218 cannot login using any kind of password encryption security, it will send your login details as plain text. If you consider this to be a security risk, you can prevent your MC 218 from doing it by not allowing plain text authentication.

To disable plain text authentication:

1. Open the Internet section of the Control panel on the Desktop screen.
2. With the Internet service you use selected, tap the **Edit** button.
3. Tap on the Advanced page and remove the tick from the Allow plain text authentication box.



...change where messages are stored

Normally messages are stored on the MC 218's internal disk (C:). You may however prefer that they are stored on another disk, e.g. a Memory disk, in order to save memory.

To change the location for storing your messages:

1. Open Message.
2. On the **Tools** menu, select **Move message storage**.
3. Select the disk you want to use for message storage and select **OK**.

HOW DO I...? FIXED LINE USAGE

...add a new modem?

You can add a new modem if none of the ones on the list of pre-defined modems is suitable.

To add a new modem:

1. Open the Modems section of the Control panel on the Desktop screen.
2. Tap the **New** button.
3. Give the new modem a suitable name and enter the appropriate details for your type of modem. Select **OK**.

Tip! *For more information on the details you need to enter for your new modem, tap the **Help** button on each page of the dialog.*

...control the modem loudspeaker?

To change the volume of the modem loudspeaker:

1. Open the Modems section of the Control panel on the Desktop screen.
2. Select the modem you use and tap **Edit**.
3. On the Options page:
 - Use the Loudspeaker in use line to control when the loudspeaker is on.
 - Use the Volume line to control the loudspeaker volume.

...add a new location?

You can add a new location to the list of locations already set up.

To add a new location:

1. Open the Dialling section of the Control panel on the Desktop screen.
2. On the Location page, tap **New**.
3. Enter the settings for the new location. In particular, make sure you select the country and type the area code of the new location on the Location page, and enter any dial out codes you need to add on the Dial out page.

...tell my MC 218 to disable Call Waiting?

If you are dialling from a phone with a Call Waiting facility you need to disable this before connecting to the Internet.

To set your MC 218 to automatically disable Call Waiting when it dials:

1. Open the Dialling section of the Control panel on the Desktop screen.
2. On the Location page, select the location you dial from that has Call Waiting and tap **Edit**.



3. Tap on the Dial out page, and enter the code you need to dial to disable Call Waiting in the bottom line.

...change the dial out code?

To change the dial out code set for the current location:

1. Open the Dialling section of the Control panel on the Desktop screen.
2. On the Location page, select your current location and tap **Edit**.
3. On the Dial out page, enter:
 - The number you need to dial before making a local call, and
 - The number you need to dial before making a long distance call.

Note! *If you would normally pause after dialling the dial out code, put a comma after the number. If you would normally wait for a proceed tone after dialling the dial out code, put a tick in the Wait for proceed tone box on the Dial settings page.*

...use pulse dialling?

If you are on a telephone exchange where you cannot use *tone dialling* (the standard setting used by the MC 218 communications software), you can set your modem to use *pulse dialling*.

To use pulse dialling:

1. Open the Dialling section of the Control panel on the Desktop screen.
2. On the Location page, select the location you are currently dialling from and tap **Edit**.
3. On the Dial settings page remove the tick from the:
 - Tone dial inside box if you are on an internal exchange which does not support tone dialling.
 - Tone dial outside box if the external telephone exchange you use does not support tone dialling.

...use a chargecard?

You can set up the MC 218 communications software so that it automatically enters chargecard details as it dials a number.

To use a chargecard:

1. Open the Dialling section of the Control panel on the Desktop screen.
2. On the Location page, select the location you want to use the chargecard for and tap **Edit**.
3. On the Chargecard page, put a tick in the Use a chargecard box.
4. Either select a chargecard which sounds close to the one you use and tap the **Options** button and select **Edit**, or tap the **Options** button and select **New**.
5. On the Details page:
 - Enter your account number.
 - Enter and confirm your PIN.
6. On the Rules page:
 - Use the letters (representing your chargecard details such as account number and PIN) to specify the order information should be sent in when dialling local, national and international phone numbers.



Tip! For more details on rules for chargecards, tap the **Help** button on the appropriate dialog.

...disable a chargecard?

If your current location is set up to use a chargecard but for some reason you do not want to use one the next time you connect, you can tell the MC 218 not to use it without removing any of the chargecard settings.

To disable a chargecard:

1. Open the Dialling section of the Control panel on the Desktop screen.
2. On the Location page, select the location you want to use and tap **Edit**.
3. Tap on the Chargecards page and remove the tick from the Use a chargecard box.

...tell the modem not to wait for a dial tone?

If the dial tone on the phone line you use is non-standard, or, e.g., you are in a country where the dial tone is different from the one in the country where the modem was bought, you may experience problems dialling out. You may be able to avoid these by instructing the modem not to wait for a dial tone before trying to connect.

To instruct the modem not to wait for a dial tone:

1. Open the Dialling section of the Control panel on the Desktop screen.
2. On the Location page, select the location you are dialling from and tap **Edit**.
3. On the Dial settings page, remove the tick from the Wait for dial tone box. Select **OK** and close the Dialling section.
4. Open the Modems section of the Control panel.
5. With the modem you use selected, tap the **Edit** button.
6. Append 'X0' to the characters in the Data init. string line. Select **OK**.






Message

INTRODUCTION TO THE MESSAGE PROGRAM

Use the Message program to create, send, receive and manage e-mail, fax and text (SMS) messages. You can prepare, read and reply to messages on your MC 218 while on the move, then whenever you are ready, connect to a phone to transfer your messages. You do not need to be connected to your Internet account to prepare, read and respond to messages; the only time you need to connect is when you need to send or receive messages.

What is a message?

A message is simply information that you want to send to, or receive from one or more other people. You can communicate by either of these methods:

- **E-mail:**  You can send messages by e-mail providing you, and the people you want to communicate with have an Internet account and a modem. To send a message by e-mail you just need to know the e-mail address of those you want to communicate with.
- **Fax:**  You can send messages to either a fax machine or another MC 218 connected to a phone with a modem. To send someone a fax you need to know their fax number, including relevant dialling codes.
- **SMS:**  If you have an account with a mobile phone network which provides SMS facilities, you can send short text messages to other mobile phones.

What do I need to send and receive messages?

To send messages you need to have a mobile phone with a built-in, or attachable, infrared modem. You can also use a fixed line modem which you can plug into a phone line. If you use a mobile phone and network which is capable of sending and receiving SMS, you will also be able to send SMS messages. To send and receive e-mail, you will also need an Internet account. You enter information about the modem(s) you use and your Internet account when setting up the Message and Internet programs. See the "Setting Up the Internet and Message Programs" chapter for information about entering the Control panel settings.

You then need to open the Message program and enter the e-mail and fax setup details, also covered in the "Setting Up the Internet and Message Programs" chapter.

Do I need to be connected to start the Message program?

No, you do not need to connect; you can prepare and store messages at any time working 'off-line', and then send them the next time you connect to your

Internet service provider or corporate network.

When you are connected you can move or copy e-mail messages from a remote mailbox to the Local inbox, and once they have been moved or copied, you can read, reply to and forward these messages without being connected. Any messages you reply to or forward can be sent when you connect again.

While connected you can send any faxes you have prepared; you can send all the faxes in the Outbox, or you can send individual faxes. You can also receive faxes onto your machine, either from another person who needs to send you a fax, or by dialling a faxback service.

Starting the Message Program

Note! *Before you can connect using the Message program you need to enter the setup information required to transfer messages in the Control panel. For further information about this, refer to the “Setting Up the Internet and Message Programs” chapter.*

To start the Message program:

1. On the Program icon bar, tap the **Message** program icon and the Message program opens, in the Folder view.

Once you have finished using the Message program, close it by selecting the **Close** command on the **File** menu in the Folder view.

Folders in the Message program

The Folder view lists the messages you have created or received, separated into folders.

Local: contains the folders you can use when working off-line

Inbox: contains the messages you have received

Outbox: contains the messages you want to send next time you connect

Folders	To/From	Subject	Date	Size	Message
Local	Simon@Researc...	Unable to atten...	13/04/1...	1k	New
Inbox	46 171 5551234	Request	13/04/1...	1k	Reply/forward
Outbox	46 171 5551234	After work	13/04/1...	1k	Open mailbox
Draft	Bruce@siteservi...	New routines fo...	13/04/1...	11k	Close mailbox
Sent	Tina	Fax	14/04/1...	3k	
Remote					

Draft: contains the messages you do not want to send on connection.

Remote Inbox: folder opened when you open your mailbox.

Sent: contains the message which you have already sent.

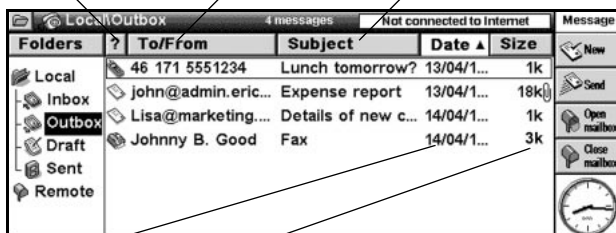
Folder columns

You cannot see the text of a message from within the Folder view, but you can identify messages you want to read or edit by the header. The header provides a summary of the message divided into these columns:

?: the icon indicates the type of message: either e-mail, fax or SMS

To/from: either the sender or the recipient of the message.

Subject: indicates the subject of the message.



Folders	To/From	Subject	Date	Size	
Local	46 171 5551234	Lunch tomorrow?	13/04/1...	1k	New
Inbox	john@admin.eric...	Expense report	13/04/1...	18k	Send
Outbox	Lisa@marketing...	Details of new c...	14/04/1...	1k	Open mailbox
Draft	Johnny B. Good	Fax	14/04/1...	3k	Close mailbox
Sent					
Remote					

Date: either the date the message was created, last edited or sent

Size: the size of the message in kilobytes.


See “Changing the display of message summaries” for details of how to change column widths and the order in which your messages are sorted.

Moving between folders

When you first open the Message program the contents of the *Local Inbox* folder are displayed.

To move to a different folder:

- Tap on the folder you want to open.
- Navigate to the folder using the keyboard, using Tab or Enter to open and close folders.

Tip! *If you have turned the folder list off (Show list of folders on the View menu) you can also change folder by tapping the folder  button in the title bar to display a list of folders with the current folder highlighted, then tap on the folder you want to open.*

Views in Message

There are three different views in the Message program:

- Folder view: This is the view you will see when you first start the Message program. It contains a summary of messages you have either created yourself, or those you have received from others, stored in the relevant folder. The summary information tells you the type of message, the sender

or recipient of the message, the description, the date on which it was last edited or sent and the size of the message.

Note! *The actual size of faxes in the Outbox is only displayed once they have been sent or previewed and the cover sheet has been printed.*

- E-mail, fax and SMS editors: Where you prepare your messages, which you can either send on the next connection, or save them as draft messages to work on later. The Editor view is opened when you select one of the **Create new...** commands, or open a message from the *Draft* or *Outbox* folder.
- E-mail, fax and SMS viewers: Where you can read the e-mail, fax and SMS messages you have received. The viewers are opened when you open a message you have received, or open a message in the *Sent* folder.

CREATING, SENDING & RECEIVING E-MAIL

This section describes how you create and address e-mail messages, save messages (as either draft messages or messages which are ready to send), and how you send and receive e-mail.

Setting up

Before you can send or receive messages, you must enter details of your Internet account, your e-mail mailbox and e-mail address, and the fax settings you want to use. Setting up instructions relating to e-mail, fax and SMS are described in detail in the “Setting Up the Internet and Message Programs” chapter.

Creating a new e-mail

You can create a new e-mail while working off-line in the *Local* folders and then save it in the *Draft* folder if you want to edit it again later, or in the *Outbox* folder if you want to send it when you next connect to your Internet account.

To create a new e-mail:

- Select the **Create new email** command on the **Message** menu, or tap the **New** button on the toolbar, and select the **Email** command.

The message Editor opens, ready for you to start writing a new message.





Note! *You can use the normal editing commands on the **Edit** menu, e.g. **Copy** and **Paste** while writing the message. You can spell check the e-mail, and count the number of words, using the commands on the **Tools** menu.*

Addressing an e-mail

Enter the address of the recipients of your message on the following lines:

- **To:** the address of the main recipient(s) of the e-mail.
- **CC:** the address of any other people you want to send a 'carbon copy' of the e-mail.
- **BCC:** the address of anyone you want to send a 'blind carbon copy' of the e-mail. Other recipients of the e-mail will not be aware that those with a 'BCC' address have received a copy of the e-mail.

If you want to enter more than one address in any of the address lines press Enter between them. This will insert a semicolon to mark the end of one address and the start of the next.

Tip! *To insert an address from Contacts in any of the above lines, tap the **Address** button on the toolbar.*

Attaching files to e-mails

You can send files on your MC 218, e.g. Word documents, to other people by attaching them to an e-mail message.

To attach a file to a message:

1. Tap the **New** button and select **Email**.
2. Enter the addresses of the recipients, and the message title and text.
3. Tap the **Attachments** button on the toolbar and select **Add**.
4. Choose the file you want to send along with your message and select **OK**. You can repeat this process as many times as you like.
5. When you have finished writing your message, tap **Save to outbox** on the toolbar.

Tip! *To remove an attachment, select the file, tap the **Attachments** button on the toolbar and select **Delete**.*

Saving unfinished e-mails as drafts

If you do not have the time to finish writing a message, you can save the message as a draft. Drafts are stored in the Draft folder in the Folder view.

Messages stored in the Draft folder are not sent when you connect to your mailboxes. You can open draft messages again, and add or change the text of the message as many times as necessary.

Once you have finished writing the message and want to send it, you need to move the message into the Outbox. The message will be sent the next time you connect to your Internet account and choose to send e-mail messages, along with any other e-mail messages in the Outbox.

To save a message as a draft:

- Select **Save as draft** on the **File** menu, or tap the **Save as draft** button on the toolbar, while in the e-mail editor.



To re-open a draft e-mail:

- Highlight the message in the Draft folder and tap on it or press Enter.

To reject changes to a message:

- On the **File** menu, select **Cancel, lose changes**.

To move a draft message into the Outbox when it is ready to be sent:

- If the message is open in the editor, select **Done (save to outbox)** on the **File** menu, or tap the **Save to outbox** button on the toolbar. You are asked whether you want to remove the message from the Draft folder. Click **Yes** to move the message to the Outbox, or **No** to move the message to the Outbox and keep a copy in the Draft folder as well.
- In the Folder view, open the Draft folder and highlight the message you want to move. On the **Transfer** menu, select **Move to outbox**. The message is moved, not copied, to the Outbox folder.

Note! *If you have a message editor open in the Message program when you use a 'mailto:' link on a web page, any message you were working on will be saved in the Draft folder. See the "Sending Mail from a Web Page" section of the "Internet" chapter of this User Manual for more information.*

Connecting and sending e-mail

When you are ready to connect and send mail make sure all the messages you want to send are in the Outbox folder.

Tip! *If you have more than one Internet account, enter the settings for each account in the Internet section of the Control panel, then when you want to send e-mail enter the settings for the e-mail account you want to use by selecting **Add new account** ► **Email on the Tools menu**.*

To connect and send your e-mail:

1. Move to the Outbox folder and select the **Send from outbox** command on the **Transfer** menu, or tap the **Send** button on the toolbar.
2. Select **All** to send all the messages in the Outbox, **Selected** to send just the highlighted messages, or **Email** to send all the e-mails in the Outbox. If you have many different types of messages in the Outbox, including fax and SMS messages, selecting **All** will result in a number of connections being made.

Note! *You should ensure that your MC 218 is connected to your Ericsson infrared modem phone.*

3. If you are not connected to your network you will see the Connect to Internet dialog, showing details of the connection to be made. Make sure these settings are correct and select **OK**. The connection will be set up and the messages sent.

If you are already connected, or you deselected the Show connection dialog box when setting up the Internet Control panel you will not see the Connect to Internet dialog.

Note! *If you do not want messages to be sent automatically when a connection is established, select **Account settings** and then the name of your account on the **Tools** menu, and remove the tick from the **Auto send on opening box** on the **Outgoing** page.*

The progress bar shows the state of the connection, and when the e-mails have been sent, a dialog shows the number of messages sent and the number that could not be sent. E-mails that were successfully sent are moved to the Sent folder; messages that could not be sent remain in the Outbox and are displayed in italics.

Note! *You can cancel the message transfer part way through by selecting **Stop** on the **File** menu.*

Note! *You should delete messages you no longer require from the Sent folder, to avoid running out of memory on your machine.*

Tip! *When sending you can still continue to do other work, e.g. prepare other messages.*

Connecting and receiving e-mail

In order to receive your e-mail you need to open your remote mailbox.

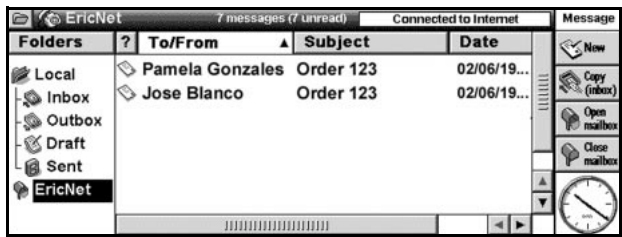
Opening your mailbox allows you to view a list of the messages waiting for you and choose which ones you want to download to your MC 218.

To connect and receive your e-mail:

1. Ensure that your MC 218 is connected to your Ericsson infrared modem phone (or fixed line modem and phone line).
2. Tap **Open mailbox** on the toolbar, or select **Open** on the **Transfer** menu and select the name of the mailbox you want to open.
3. If you are not connected to your network you will see the Connect to Internet dialog, showing details of the connection to be made. Make sure these settings are correct and select **OK**.

The progress bar in the title bar indicates the current status of the connection.

A summary of all the messages contained in your remote mailbox is displayed, not just the messages received since the last time you connected to your Internet account. New messages are shown in bold.



4. To select the messages you want to move or copy to your Local inbox:

- On the **Edit** menu, select the **Select all** command to select all the messages.
 - Hold down Ctrl and tap on the individual messages you want to retrieve.
5. Once you have selected one or more messages you can do one of the following:
- Copy the messages to your Local inbox by tapping the **Copy (inbox)** button on the toolbar, or selecting the **Copy to inbox** command on the **Transfer** menu.
 - Move the messages to the Local inbox by selecting the **Move to inbox** command on the **Transfer** menu.

Note! *If you move messages from your Remote inbox, the only copies of these messages will be in your Local inbox on your MC 218. If you want to be able to access these messages in the Remote mailbox from a different computer, it might be better to copy them to your Local inbox.*

- Delete any messages you want by selecting the **Delete** command on the **Edit** menu.

Note! *If you delete messages in the Remote mailbox they cannot be retrieved from either your MC 218 or remote mailbox, unless you copied them to the Local inbox first.*

While you are downloading message summaries, copying or moving messages over to the Local inbox, or deleting messages in the remote mailbox, the status indicator in the title bar indicates the number of messages being handled, and the progress. While receiving messages you can continue using your MC 218.

Closing your remote mailbox

When you have finished transferring e-mail between your MC 218 and the remote mailbox you need to close the mailbox.

To close the remote mailbox:

- Tap **Close mailbox** on the toolbar, or select **Close** then the name of the mailbox you want to close on the **Transfer** menu.

Disconnecting from the Internet

The message 'Connected to Internet' will be displayed in the title if you are currently connected to the Internet. Closing the connection also closes any link made using the Internet program.

To disconnect from the Internet:

- On the **File** menu, select **Disconnect from Internet**.

Note! *You should close any remote mailboxes you have open before disconnecting from the Internet.*

Viewing an e-mail

The messages you transfer from your remote mailbox to the Local inbox are displayed as a list of message summaries in the Folder view. Unread messages

are displayed in bold. A paper clip  indicates that the message has an attachment.

To open a message:

1. Highlight the message you want to read in the Inbox folder and tap on it or press Enter.
2. Once you have finished reading the message you can:
 - Reply to or forward the message by tapping the **Reply/f'ward** button on the toolbar and selecting the appropriate command.
 - Return to Folder view by selecting the **Close message** command on the **File** menu.
 - Delete the message by pressing the Del key.

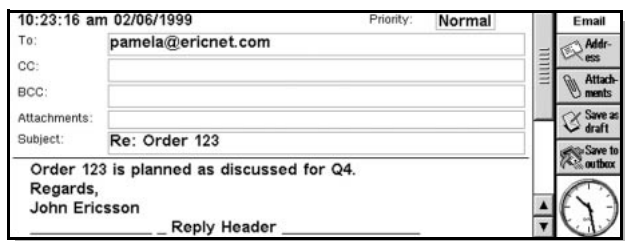
Replying to an e-mail


You can respond to an e-mail while you are reading it, or from the Folder view. You can address the response to:

- The Sender: to reply to just the sender of the original e-mail.
- All addressees: to reply to all those who received the original e-mail.

To reply to an e-mail:

1. Highlight the message you want to reply to in the Folder view and select either **Reply to ► Sender** or **Reply to ► All addressees** on the **Message** menu, or tap the button on the toolbar.
2. Type in the reply to the e-mail, the text of the original e-mail is retained, with a line to divide the e-mail from the response.



 **Tip!** You can choose whether the original text is retained when you reply to a message by changing the editor preferences. To do this, select **Editor preferences** on the **Tools** menu while replying to or writing a message.

3. You can either:
 - Tap the **Save to outbox** button on the toolbar to put the message in the Outbox folder, ready to send the next time you connect.
 - Tap the **Save as draft** button on the toolbar to put the message in the Draft folder, if the message is not ready to send yet.

Forwarding an e-mail

You can forward an e-mail you received to someone else, adding a comment if required. You can forward e-mails from the Folder view, or while you are reading the e-mail.

To forward an e-mail:

1. Either highlight the e-mail you want to forward in the Folder view, or open the message, and select **Forward** from the **Message** menu, or tap the **Reply/f'ward** button on the toolbar.
2. Enter the addressees to whom you want to forward the message.
3. Enter any comment or additional information you want to add to the message.
4. You can either:
 - Tap the **Save to outbox** button on the toolbar to put the message in the Outbox folder, ready to send the next time you connect.
 - Tap the **Save as draft** button on the toolbar to put the message in the Draft folder, if the message is not ready to send yet.

Receiving messages with attachments

You can receive e-mail messages with attached files and read them on your MC 218. Messages containing attached files are indicated by a paperclip icon.

To view an attachment:

1. Open the message with the attached file you want to view.
2. Select the attachment, then tap on it again or tap the **Attachments** button and select **Open**.

To save an attachment:

1. Open the message with the attached file you want to save.
2. Select the attachment, then tap the **Attachments** button and select **Save as**.
3. Give the file a name and location and select **OK**.

To delete an attachment:

1. Open the message with the attached file you want to delete.
2. Select the attachment, then tap the **Attachments** button and select **Delete**.

Viewing Microsoft Word documents

You can view plain text versions of Microsoft Word documents that you have received via e-mail.

To view Microsoft Word documents:

1. Select the Microsoft Word document in the Attachments line. The document should have a '.doc' filename extension.
2. Tap on the attachment again to open it.

When you view a Microsoft Word document, it is converted to plain-text and displayed as a read-only file. To edit the file, you need to save a copy of the document as an MC 218 Word file.

To save a copy of the document as an MC 218 Word file:

1. Select **More** ► **Save as** on the **File** menu while viewing the document.
2. Enter the name and location for the new file and tap **OK**. You can then edit the file.



Note! *The plain text version of the Microsoft Word document may not contain information present in the original file, such as text formatting and tables. It is a good idea, therefore, to save a copy of the Microsoft Word files you receive so that you can view them later on your PC or your MC 218 by using Ericsson EPOC Connect.*

Note! *If you try to open a Microsoft Word file and see the message 'Cannot open this type of file', the file might have been saved as a Microsoft Word 6.0/95 file by Microsoft Word 97. In some cases, doing this creates a file in a format that the MC 218 Word viewer cannot read. You should ask the person who sent you the document to send you a normal Word 97 file.*

Note! *You can view plain text versions of documents created in Microsoft Word 6.0, Word 95 and Word 97.*

Tip! *You can also open plain text versions of Microsoft Word documents from the Desktop screen.*



Collecting and sending mail with multiple accounts

If you have more than one mail account, you can add the settings for your additional accounts and collect and send from all of them with the Message program.

Setting up multiple e-mail accounts

To add additional e-mail accounts:

- On the **Tools** menu, select **Add new accounts** ► **Email**. For each new account you add, a new mailbox will appear in the folder list.

You should set up one of your mail accounts to act as your 'default account', from which all new e-mails you create will be sent unless you specify otherwise.

To choose your default account:

1. On the **Tools** menu, select **Account settings** followed by the name of the e-mail account you use the most.
2. Tick the Set as default account box. Select **OK**.

Now, when you create a new blank e-mail message, it will be set to use the details of your main account. See the next section for details of how to change the account used for any individual outgoing message.

Choosing the account a message will be sent from

You can choose the account that will be used for sending the e-mail message you are currently writing.

To set the account:

- While editing the message, use **Send message via account** on the **Tools** menu and select the account you want to use.

Collecting mail from different mailboxes

To collect mail from a mailbox:

1. Tap **Open mailbox** on the toolbar, then select the mailbox you want to collect mail from.
2. Email will open the mailbox for that account, dialling out if no connection is already established. Use the **Copy (inbox)** button on the toolbar to copy the messages you want to your machine.
3. Select **Close mailbox** on the toolbar to close the mailbox when you are finished.

You can open more than one of your mailboxes at once. Mailboxes which are open are indicated with an open mailbox icon in the folder list.

CREATING, SENDING & RECEIVING FAXES

Before sending faxes, you need to ensure that you are set up to send faxes. Instructions on setting up to send faxes are described in detail in the “Setting Up the Internet and Message Programs” chapter.

Preparing a fax

You can prepare a fax message entirely within the Message program or you can prepare a fax from any program on your MC 218 from which you can print, for example Word, Sheet and Sketch, then add the cover sheet in the Message program.

Writing a fax in the Message program

To write a fax in the Message program:

1. Select the **Create new fax** command on the **Message** menu, or tap the **New** button on the toolbar and select the **Fax** command. Enter the fax number, the recipient’s name, and the subject and then write the fax.

Note! *For more information about entering fax numbers refer to the section entitled “Entering the fax number”.*



The screenshot shows the 'Fax editor' window. It has a title bar 'Fax editor' and a toolbar on the right with icons for 'Address', 'Preview', 'Save as draft', 'Save to outbox', and a clock icon. The main area contains the following text:

Fax Number : +27 555 4567
To : Steven Mutelezi
Template : Blank template

RE: Order 123
Hello Steven,
Please confirm the shipment date for Order 123.
Regards,
John Ericsson.

2. Once you have written the fax, tap **Save to outbox** on the toolbar to queue the fax for sending, or **Save as draft** to save it as a draft.



Note! *To check the layout of your fax before sending it, tap **Preview** on the toolbar. If you are in the Folder view, select the fax, then select **Preview fax** on the Message menu.*



Tip! *You can use the commands on the **Insert** and **Text** menus while creating your fax to add objects from other programs and to apply formatting to your message.*

Writing a fax in another program

You can create faxes from documents you have produced in other programs on your MC 218. When you choose to send that document by fax, you need to address the fax and write a cover sheet in the Message program, then fax both the cover sheet and document together.

To prepare a fax:

1. Open the file you want to send as a fax.
2. On the **File** menu, select the **Printing ► Print** command.
3. Tap the **Printer** button, change the printer to 'Fax' and select **OK**.
4. Tap the **Print** button to start preparing the fax.
5. Once you tap the **Print** button the fax will be created, and the Message program will open for you to enter the fax number and write the cover sheet.
6. Once you have entered the details, tap **Save to outbox** on the toolbar to queue the fax for sending, or **Save as draft** to save it as a draft.

Entering the fax number

You need to enter the number of the fax and the name of the recipient in these lines:

- Fax number: the number of the fax, using the Country, Area and Number prompts.



Note! *If you only enter a number in one of these prompts it is taken as the local number you want to dial and not the international dialling code.*

- Attention of: the name of the recipient of the fax.



Tip! *Tap **Address** on the toolbar to insert a fax number from Contacts.*

Sending faxes

To send the faxes you have put in the outbox:

1. Make sure the MC 218 and your Ericsson infrared modem phone (or fixed line modem and phone line) are set up and ready to connect.
2. Tap **Send** on the toolbar, or select **Send from outbox** on the **Transfer** menu, and select:
 - Fax: if you have one or more faxes in the outbox and want to send all of them in turn.
 - Selected: if you have highlighted the specific fax you want to send in the outbox.
 - All: if you have more than one type of message in the outbox and want to send all of them.



Note! *You can cancel any fax transfer at any point by selecting **Stop** on the **File** menu.*

Troubleshooting! *If you encounter difficulties trying to send or receive a fax, try changing the fax class or reducing the speed at which the fax is sent. To change the fax class, open the **Modems** section in the **Control** panel, tap the **Edit** button and change the **Fax** class on the **Modem** page. To change the speed at which the fax is sent open the **Folder** view and select **Account settings** ► **Fax** from the **Tools** menu, open the **Modem** page and reduce the **Max. fax speed**.*

Online sending of faxes (Fixed line connection only)

If you have to make calls via a switchboard, and do not have a dial-out code, then you may need to send the fax after establishing a voice call.

To send the fax after establishing a voice call:

1. Connect your modem and phone to the same phone line using a 'Telephone Socket Doubler'.
2. Select the fax you want to send in the Outbox.
3. Set up a connection to the destination using a phone.
 - If you are connecting to a fax machine, wait until you hear the fax machine answer - a series of high pitched tones and then select **Fax** ► **Send fax immediately** on the **Transfer** menu.
 - If you are connecting to another phone, tell the person at the other end to press the 'Start' button on their fax machine and then select **Send fax** ► **Send immediately** on the **Transfer** menu.
4. Unless you removed the tick from the Show connection dialog box in the Fax settings dialog, you will see the Connect dialog. This displays the modem you are using. Select **OK** to confirm that the modem is correct, modem and send the fax.
5. When you see the message 'Connecting to fax machine' replace the phone handset.

Note! *It is not possible to send faxes immediately if you are connecting via a mobile phone.*

Receiving faxes via a mobile phone

The procedure for receiving fax calls via a GSM phone depends on your network and subscription. If you have different numbers for speech and fax calls, this is referred to as 'multi numbering'. If you only have one number for all call types, this is referred to as 'single numbering'.

To receive a fax message – multi numbering:

1. Ask the sender of the fax to call your fax number.
2. On the **Transfer** menu, select **Fax** ► **Wait for fax call**.
3. Unless you removed the tick from the Show connection dialog box in the Fax settings dialog, you will see the Connect dialog. This displays the modem or phone you are using. Select **OK** and wait for the fax.

You can leave your MC 218 unattended while waiting for an incoming fax.

When an incoming fax is detected, the Message program answers the call and



receives the fax. Only the first fax call will be answered.

If you do not use a fax mailbox, you can also receive a fax without advance notice.

To receive a fax message without advance notice – multi numbering:

- When a fax call comes in, select **Fax ► Receive fax immediately** on the **Transfer** menu.

To receive a fax message – single numbering:

1. On your phone, set **Next call type** to **FAX**.
2. On the **Transfer** menu, select **Fax ► Wait for fax call**.
3. Unless you removed the tick from the Show connection dialog box in the Fax settings dialog, you will see the Connect dialog. This displays the modem or phone you are using. Select **OK** and wait for the fax.
4. When you have received the fax, set **Next call type** to **Speech**, if you do not want to receive more fax messages for the moment.

Receiving faxes via a fixed line connection

There are three ways to receive a fax via a fixed line connection:

- Waiting to receive a fax: the Message program answers the incoming fax call, and then receives the fax.
- Online receiving: you set up a connection using a phone, and then instruct the Message program to receive the fax.
- Dial faxback service, or dialling a fax poll: you dial the number of a faxback service and you are automatically sent a fax in return.

Waiting to receive a fax (Fixed line connection only)

To set up the Message program to answer the incoming fax call, and then receive the fax:

1. On the **Transfer** menu, select **Fax ► Wait for fax call**.
2. Unless you removed the tick from the Show connection dialog box in the Fax settings dialog, you will see the Connect dialog. This displays the modem or phone you are using. Select **OK** and wait for the fax.

You can leave your MC 218 unattended while waiting for an incoming fax. When an incoming fax is detected, the Message program answers the call and receives the fax. Only the first fax call will be answered.

If your modem and phone are connected to the same line, the phone may ring once or twice before the Message program answers it.

Online receiving (Fixed line connection only)

You will need to connect your modem and a phone to the same phone line using a Telephone Socket Doubler.

To set up a connection using a phone, and then instruct the Message program to receive the fax:

1. Set up a connection to the destination using a phone.
2. Tell the person at the other end to press their 'Start' button on their fax machine and then select **Fax ► Receive fax immediately** on the **Transfer** menu.
3. Unless you removed the tick from the Show connection dialog box in the Fax settings dialog, you will see the Connect dialog. This displays the modem you are using. Select **OK** to confirm that the modem is correct, and wait for the fax.
4. When you see the message 'Connecting to fax machine' replace the phone handset.

Dial faxback service (Fixed line connection only)

To dial the number of a faxback service and have the fax returned automatically:

1. On the **Transfer** menu, select **Fax ► Dial faxback**.
2. Enter the number of the faxback service in the Faxback dialog and tap the **Dial** button.
3. Unless you removed the tick from the Show connection dialog box in the Fax settings dialog, you will see the Connect dialog. This displays the fax number, your current location and the modem you are using. Select **OK** to confirm the settings and wait for the fax.
4. After a few seconds the fax will be received.

Note! *Some similar services may specify that you need to set your machine to dial a fax poll. In this case, follow the steps above using the **Fax ► Dial fax poll** on the **Transfer** menu.*

If this is unsuccessful, it could be that the faxback service has an initial 'dialog' which allows you to select the fax you want to receive. Try making the connection with a phone, and then receive the fax while online.

Viewing a fax

To view a fax in one of the local folders:

1. Highlight it in the Folder view, then tap on it or press Enter.
2. Use the arrow keys to move around the fax and use the zoom commands icons or the commands on the **View** menu in the Fax editor to manipulate the fax on the screen.
3. To move between pages of a fax use the **Prev page** and **Next page** buttons on the toolbar.

Forwarding a fax

You can forward a fax you received to someone else, adding a new cover sheet.



To forward a fax:

1. Highlight the fax you want to forward in the Folder view, or open the fax.
2. Select **Forward** on the **Message** menu, or tap the **Reply/f'ward** button on the toolbar and select **Forward**.
3. You can now enter the fax number and other details, and forward the fax in the same way you would forward an e-mail. See "Forwarding an e-mail".

Resending a fax

Once you have sent a fax, it is moved to the Sent folder until you delete it. You can resend a fax from this folder; and it will be copied to the Outbox folder to be sent again the next time you connect.

To resend a fax:

1. Open the Sent folder and highlight the fax you want to resend.
2. Use the **Copy** and **Paste** commands on the **Edit** menu to copy the message and paste it into the Outbox.
3. Proceed to send the fax from the Outbox as normal.

CREATING, SENDING & RECEIVING SMS MESSAGES

SMS messaging allows you to send and receive short messages between mobile phones. You can use the Message program to create these messages, then send them via your phone.

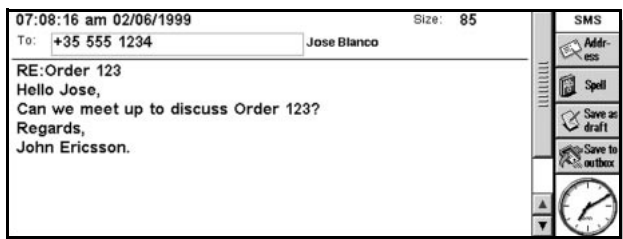
Before sending SMS messages, you should check the following:

- That your phone is set up to send and receive SMS messages. You will be able to find out how to do this by consulting your phone manual and phone dealer or network operator.
- That you are set up to send and receive SMS messages in the Message program. Instructions on setting up to send and receive SMS messages are described in detail in the "Setting Up the Internet and Message Programs" chapter.

Writing and sending SMS messages

To write an SMS message:

1. Select **Create new SMS** on the **Message** menu, or tap the **New** button on the toolbar and select **SMS**.
2. Type the number of the phone you are sending the message to in the To: line, then enter the text of your message.



3. When you have finished, tap **Save to outbox** on the toolbar.

To send SMS messages:

1. Make sure your phone and MC 218 are set up and ready to communicate. If you are using an Ericsson mobile phone with a built-in infrared modem, make sure its infrared port is active. Your phone manual will tell you how to do this.
2. Tap **Send** on the toolbar, or select **Send from outbox** on the **Transfer** menu, then select:
 - **SMS**: to send all the SMS messages you have queued in the Outbox.
 - **All**: to send all messages of all types in the Outbox.
 - **Selected**: to send the message you currently have highlighted in the Outbox.

Getting SMS messages from your phone

If you have received and written SMS messages on your phone, you can move them to your MC 218 in order to read them on a larger screen.

To get SMS messages from your phone:

1. Make sure your phone and MC 218 are set up and ready to communicate. If you are using an Ericsson mobile phone with a built-in infrared modem, make sure its infrared port is active. Your phone manual will tell you how to do this.
2. Select **SMS ► Synchronise with phone** on the **Transfer** menu. Messages you have received will be moved to your Inbox, while messages you have sent will be copied to the Sent folder.

MANAGING MESSAGES

This section describes how to manage the number of messages stored on your machine by deleting messages you no longer need, or printing copies of messages. It also covers how you change the way messages are displayed in the Folder view.

Deleting messages

To reduce the number of messages and to save memory on your machine, you can delete them. If you think you may need the message in future, print a copy before deleting.

Note! *Fax messages can be very large, to save memory keep the number to a minimum.*

To delete one or more messages:

- Select the messages you want to remove, then use the Del key.

Tip! *To select a number of messages which are not necessarily adjacent to each other, hold down Ctrl while you tap each message you want to select in turn.*

Printing messages

You can print an e-mail or fax if it is selected in the Folders view or if you are editing or viewing the message.



Note! *If you have set the printer to Fax, you will need to change this to another printer before you can print e-mail or fax messages.*

To print a copy of the message:

1. Select the message in the Folders view.
2. On the **File** menu, select the **Printing** ► **Print** command to print the message.
 - Use the **Page setup** command to control the page size, margins, headers, footers and page numbering.
 - Use the **Print setup** command to set the number of copies and select the printer to be used.
 - Use the **Print preview** command to display pages showing how the printed copy will look.

Note! *If you print a fax from either the Inbox or Sent folder, or a fax with attachments from the Draft or Outbox folder, the fax is printed as it would appear on a fax machine, and any settings including margins and headers and footers are ignored. The fax is printed to the page size you select.*

Storing messages in folders

You can create new folders in the folder list to help sort your messages.

To create a new folder:

- Select the folder in the folder list where you want the new folder to be included, then select **Create new folder** on the **File** menu.

To move messages to a folder:

- Select the messages you want to move, then use the **Cut (move)** command on the **Edit** menu. Tap on the folder you want to move the messages to, then use the **Paste** command on the **Edit** menu. Your messages will appear in the new folder.

Tip! *If you use the keyboard to navigate around the folder list, use the Enter key to open and close folders.*

To rename a folder:

- Select the folder you want to rename, then select **Rename folder** on the **File** menu.

To delete a folder:

- Select the folder you want to delete, then press the Del key or use **Delete** on **Edit** menu.

Caution! *Deleting a folder removes any messages it contains.*

Changing the display of message summaries

You can change the way that your messages are displayed in the Folder view by changing the column width or the sort order. The column title which is currently used to sort the messages has an arrow, and it indicates whether the messages are sorted in ascending or descending order.

To change the column width:

- Tap on the line between two column titles and drag the line to change the width.

Tip! *You can set the column widths exactly by selecting **Preferences** on the **Tools** menu. Then enter the width of each column in the number of characters.*

To change the sort order:

- Tap on the column title to reverse the sort order for the list.

Tip! *You can also set the sort order, using the **Sort** command on the **Tools** menu.*

CHANGING THE SCREEN DISPLAY

The Message program has a number of options for changing the way information is displayed in order to increase the amount of space on the screen:

To show and hide the toolbar:

- On the **View** menu, select **Show toolbar**.

Note! *The toolbar buttons change, depending on which folder is open, or if you are writing or reading a message.*

To show and hide the title bar:

- On the **View** menu, select **Show title bar**.

To show, move or hide the folder list:

- On the **View** menu, select **Show list of folders**.



Internet

INTRODUCTION TO THE INTERNET PROGRAM

The World Wide Web (often just known as ‘the web’) is a large collection of pages which are a part of the Internet. These pages usually contain text and pictures, and can also contain files such as software. Web pages can be viewed using browsing software like the Internet program, and are ‘linked’ to each other, allowing you to move between them with ease.

- You can use the Internet program to retrieve pages from machines anywhere in the world, search for information on a specific subject or download software.

What do I need to browse the World Wide Web?

To browse the World Wide Web with the Internet program, you will need to connect to the Internet with your MC 218 and mobile phone. Before you can connect, however, you will need to:

- Have a subscription with an Internet Service Provider or access to a corporate network (not initially necessary if you intend to try the Ericsson free-trial option to browse Ericsson’s Mobile Internet site and its links).
- Run the Internet Setup Wizard to set up the MC 218 for the Internet.
- Make sure your mobile phone is fitted with an infrared modem.
- The infrared modem is designed for phones without a built-in infrared modem. Alternatively, the Ericsson 888 GSM phone, for example, has a built-in infrared modem and its IR port is activated in the phone’s main menu.
- Face the two infrared ports from each unit, the MC 218 and your phone, towards each other, no more than one metre apart.

Alternatively, if you are using a fixed line connection you will need a modem and access to a telephone line.

You should enter information about your modem and Internet account when setting up your MC 218 to connect to the Internet in the following sections of the Control panel on the Desktop screen:

- Modems: This is for details about the modem you are using.
- Dialling: For information about where you are dialling from.
- Internet: For information about the service provider with whom you hold your Internet account.

Tip! For details on entering the setup information, see the “Setting Up the Internet and Message Programs” chapter.



Do I need to be connected to the Internet to run the Internet program?

You do not have to be connected to the Internet to run the Internet program, so long as you only want to look at pages stored on a local disk. These could be pages you have saved from an earlier connection to the web, or ones you have transferred to your MC 218 from another machine. In reality, however, you will mostly use the Internet program to retrieve and display pages from other machines on the World Wide Web, for which a connection to the Internet is necessary.

STARTING THE INTERNET PROGRAM

Note! *Before you can connect using the Internet program you need to enter the setup information in the Control panel. For further information about this, refer to the “Setting Up the Internet and Message Programs” chapter.*

To start the Internet program:

- On the program icon bar, tap the **Internet** quick launch icon.

When you first start the Internet program, it will open the *home page*. Initially, this is a file that is stored on the MC 218, so you do not need a connection to the web in order to view it. See the section of this chapter called “Setting a Home Page” for details of how to change the home page.

STARTING A CONNECTION TO THE WORLD WIDE WEB

To start a connection to the World Wide Web:

1. Make sure your mobile phone is fitted with an infrared modem and that the modem is enabled, or alternatively, connect your MC 218 to a fixed line modem and the modem to a phone line, making sure they are set up and configured correctly. For more information on setting up for an infrared or fixed line connection, see the “Setting Up the Internet and Message Programs” chapter.
2. Position the two infrared ports of the MC 218 and your phone towards each other, no more than one metre apart (if applicable).
3. Open the web page you want by performing any of the following actions:
 - Tap once in the Location line, then type the web address of a page you want to view and press Enter.
 - Tapping on a link to the web site in the standard home page.
 - Selecting **Open web page** on the **File** menu and entering the web address of a page you want to open.
 - Tapping the **Search page** button on the toolbar to open the search page in order to find information.
 - If you have already bookmarked web pages, selecting **Bookmarks** on the toolbar and tapping on a *bookmark* associated with a remote web address, then selecting **Go to**.

Any of these will instruct the Internet program to open a page which is not stored on your MC 218. This will start the modem dialling and initiate a connection to your network service.



Note! When the MC 218 is dialling or is connected to the Internet, the telephone icon in the title bar is displayed in the off-hook position.

Stopping a connection

To stop a connection at any time:

- On the **File** menu, select **Disconnect from Internet**.



Note! If you are using the Message program as well as the Internet program, you should not select **Disconnect from Internet** when the Message program is in the process on transferring mail. Either wait until the Message program is finished transferring messages, or select **Stop** on the **File** menu in the Message program, before disconnecting from the Internet.

Note! Simply closing the Internet program using the **Close** command on the **File** menu will also shut down your connection to the Internet. Open the Internet section of the Control panel on the Desktop screen and select the **On exit, stay online for line** to set the length of time you want the machine to stay connected after you have closed any programs which use it.

Note! Using the Internet or Message program will set the remote link on your MC 218 to **Off**. If you want to make a connection to your PC after using these programs, and they are still open, you should select **Remote link** on the **Tools** menu on the Desktop screen and set the **Link line** to the appropriate setting.

OPENING A WEB PAGE

To open a location and view a page:

- Tap once in the location line, then type the address of the web page you want to view and press **Enter**, or
- Select **Open web page** on the **File** menu and enter the address of the web page you want to view.

While the Internet program is retrieving the page you requested a progress bar in the title bar will indicate the progress of the transfer. When the page has been completely received the progress bar will display a 'Complete' message.



Tip! If it takes a long time to open a page you can turn off the images by selecting **Display preferences** on the **Tools** menu and removing the tick from the **Load images automatically** box.

Tip! Once you have opened a web page, you can add a bookmark to it using the **Add bookmark** button on the toolbar, or **Add bookmark ► To current page** on the **Edit** menu. This enables you to return there without typing the address again by using the **Bookmarks** button on the toolbar. See the section of this chapter called "Using Bookmarks" for more details.

MOVING AROUND A PAGE

A web page may contain more information than is currently displayed on the screen.

To view other parts of a page:

- Use the arrow keys or scroll bars to scroll the page up, down, left and right.



The parts of a page which enable you to perform actions are called *hot areas*. These include items such as:

- The location line of the Internet program browser.
- Links in text, which allow you to jump to and view other pages. These are underlined.
- Images, with or without links. When you select an image which also contains a link, the web address of the page it is linked to will be displayed as an information message.
- Entry boxes and buttons which allow you to enter and select information on a page. (This kind of item is known as a 'form control'.)

To select a link, image or other item on a page (e.g. a form control):

- Tap on it once, or
- Tap in the browser window, then use the Tab key to highlight each selectable area of the screen in turn. To move backwards through the order, hold down Shift and press Tab.

Once you have selected the item on the screen you want, you can perform the following actions:

If you have highlighted a link:

- Press Enter or tap on the link again to open the page.

If you have highlighted an image containing a link:

- Press Enter or tap on the link again to open the page.

Pages can also include 'frames', where different frames on a web page are separated by borders. When you select a frame, its scroll bar (if necessary) will become visible, and you can then use the Tab key to select its hot areas in turn.

To select a frame:

- Tap in the frame, or use Ctrl+Tab on the keyboard to select each frame in turn.

For more information on frames, see "Viewing Frames".

Finding text on a page

You can search for text, a word or a phrase on a web page you have opened.

To search for text, a word or a phrase on a page:

1. On the **Edit** menu, select **Find ► Find**.
2. Enter the text you want to search for and select the **Find** button.

To search for the next instance:

- On the **Edit** menu, select **Find ► Find next**.

You can also refine your search by using the following options in the Find dialog:

- **Direction:** select this to set whether the Internet program starts searching upwards or downwards from the part of the web page you currently have selected.
- **Match whole word:** select this to only search for the text you have typed in if it is a whole word. E.g., a search for 'link' would ignore 'hyperlink'.
- **Case sensitive:** select this to only search for text in the same case as the text you have typed in. E.g., a search for 'Link' would ignore 'link'.

Viewing information about your connection

You can view details about your connection to the Internet at any time.

To view details about your connection:

- Tap on the title bar, or select **Information ► Status** on the **Tools** menu.

The Status information dialog displays the following information:

- **Connection:** This tells you whether or not you are connected to the World Wide Web.
- **Page title:** This tells you the title of the current web page.
- **Location:** This line displays the full web address of the current page.
- **Status:** This indicates how far the Internet program has got in retrieving the current page.

You can also view details about the current page.

To view details about the current page:

- On the **Tools** menu, select **Information ► Page**.

The Page information dialog displays the following information:

- **Location:** This tells you the address of the current page.
- **In cache:** This indicates whether or not the page which is being viewed is stored in the cache.

Also displayed will be other more technical information about the web page you are looking at.

FOLLOWING LINKS

Many web pages are connected to other pages by *links*. Links normally appear as underlined text, and provide 'doorways' to other pages and sites. Links may be displayed in a number of ways:



- Underlined text - this is the way the majority of links are indicated. When you select these areas of text, the web address of the linked page will be displayed as an information message.
- 'Buttons' with text in them that indicates what the link is for, e.g. a 'Map' button could take you to a map of the web site you are looking at.
- Other pictures that give no indication that they contain one or more links until you select them.

Tip! *You can tell if an image contains a link by tapping on it: if there is a page linked to the image, the address of the page will be displayed as an information message in the top right corner of the screen.*

To open the page associated with linked text:

- Tap on the link once to highlight it, then tap on it again to start retrieving the page, or
- Tap in the browser window, then press the Tab key to select each hot area of the screen in turn, until the link you want to follow is highlighted. Press Enter. If the link is in a different frame from the current one, use Ctrl+Tab to cycle round the frames.

To open the page associated with a linked image:




- Tap on the picture once, then tap on it again to start retrieving the page it leads to, or
- Tap in the browser window and press the Tab key to select each hot area of the screen in turn until the link you want to follow is highlighted, then press Enter. When you highlight an image, a dotted line appears around it.

To open links in image maps:

- Some images on web pages contain more than one link. These are called 'image maps'. To use these, tap on the image once, then use the arrow keys or tap again to move the 'cross-hair' that appears over the image until it is on top of the link you want to select. Then press Enter or tap again.

MOVING TO A PREVIOUS PAGE

To return to web pages you have accessed since you opened the Internet program:

1. Tap the  and  buttons or select **Go back** and **Go forward** on the **Go to** menu to move back and forward through the list of previous pages.
2. Tap the  button or select **History list** on the **Go to** menu to display a list of the last few pages you have viewed. Tap on one of the items in the list or use the up and down arrow keys to select it, then tap on it again or press Enter to open that page.

Note! *The History list is stored even when you close the Internet program. To clear the History list every time you close the Internet program, select **General preferences** on the **Tools** menu, then tap the **Other** page and remove the tick from the **Empty history list** on exit box.*




DISPLAYING IMAGES

Images that appear on web pages can be slow to retrieve, and may consume a lot of memory. You can choose whether or not you want the Internet program to automatically load all the images on a page.

To display images:


- Select **Display preferences** on the **Tools** menu and select the Load images automatically tick box.

If you do not set the Internet program to automatically load all the images on a page,  icons will appear where the images would be. The box representing the image may also contain text describing its contents.

To load all the images on the current web page:

- On the **View** menu, select **Load all images**.

To load a particular image on the current page:

- Tap on the  icon for the image you want to load, then tap it again, press Enter or select **Load image** on the **View** menu.

VIEWING FRAMES

You can use the Internet program to view frames pages. Because pages with a number of frames may be difficult to view on a small screen, though, you can adjust how these pages are displayed.

To change how frames are displayed:

1. Select **Display preferences** on the **Tools** menu, then select one of the following options in the Show frames as line:
 - Show all frames: this option displays all frames pages as you would see them on a desktop browser.
 - Single frame with frames list: this displays one frame, with a list of links you can tap on to display the other frames.
 - Do not use frames but show links: this displays a list of frames you can tap on to see the individual frames displayed using the full screen. Use the Go back button to return to the frames list.
 - Do not use frames: this displays an alternative version of the site for browsers without frames capabilities. Note that if the web site does not provide an alternative version, you may need to select one of the above options to view the site.
2. Select **OK**.

Navigating around pages with frames

To change how frames are displayed:

- Use Ctrl+Tab or tap in a frame to make the frame you want to look at the active one. Then use the arrow keys and Tab, or the scrollbars, to navigate around as normal.

Sometimes you may want to leave the frames page you are looking at and expand a particular frame to full size.

To expand a particular frame to full size:

- Tap in the frame you want to view using the full screen and select **Frame as new page** on the **Go to** menu.

SETTING A HOME PAGE

A home page is your 'base' location on the World Wide Web, e.g. your company's web site or a page you have created containing a lot of useful links. It is normally the first page a web browser opens when it is started, and can be opened quickly with a single tap on a toolbar button.

To set a home page:

1. On the **Tools** menu, select **General preferences**. In the Home page location line, enter the web address of the page you want to be your home page. Select **OK**.
2. To set a local page as the home page, enter the prefix 'file:/// ' followed by the full path and filename of the local page. E.g. if the file you want to be your home page is called 'Mypage.html' and is stored in the 'Documents' folder on the internal disk, you would type

file:///C:/Documents/Mypage.html

in the Home page location line.

To not open your Home page automatically when you start the Internet program:

- Select **General preferences** on the **Tools** menu and change the Load on startup line to Search page or None.

Note! *If you set the Internet program to load your home page when started, and the home page you have entered is not one stored on your MC 218, the Internet program will try to open a connection every time you start it. You can change this by setting your home page to a locally stored web page.*

To open your home page at any time:

- On the **Go to** menu, select **Home page**.

USING BOOKMARKS

A bookmark is a 'place-holder' you assign to a web page. By doing this, you can quickly return to that page from anywhere, without having to type in its web address.

To add a bookmark to a page:

- With the page you want to add a bookmark to displayed, tap the **Add bookmk** button on the toolbar, or select **Add bookmark ▶ To current page** on the **Edit** menu.



To add a bookmark to a link:

- Tap on the link you want to add a bookmark to, or press Tab until it is highlighted, then select **Add bookmark** ► **To selected link** on the **Edit** menu.

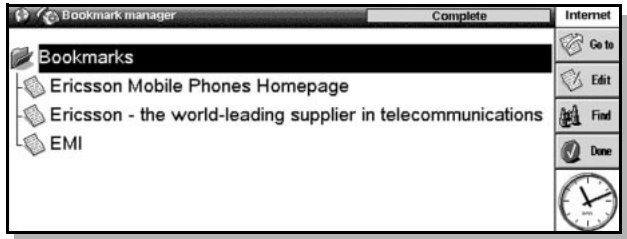
To open a bookmarked page:

- Tap **Bookmarks** on the toolbar, then highlight the bookmark you want and tap on it again or select **Go to**.

Tip! *The web address associated with a bookmark is displayed as an information message when you select it in the Bookmarks dialog.*

Managing bookmarks

You can change the name and location associated with any bookmark and also arrange the bookmarks into folders as you would with files on the Desktop screen. To do any of these, select **Bookmark manager** on the **Go to** menu.



To return to the web page you were viewing:

- Select **Done** on the toolbar, or **Page view** on the **Go to** menu.

To change the name of a bookmark:

- Select the appropriate bookmark and tap the **Edit** button. Edit the name in the dialog and select **OK**.

To change the web location associated with a bookmark:

- Select the appropriate bookmark and tap the **Edit** button. Enter the new address in the Location line. You may want to use this command if the location of a page you access frequently changes.

To change the position of a bookmark in the bookmark list:

1. Select the bookmark.
2. Then select:
 - **Cut** on the **Edit** menu to make a copy of the highlighted bookmark and remove it from its current position in the list.
 - **Copy** on the **Edit** menu to make a copy of the bookmark without removing it from its current position in the list.
 - **Paste** on the **Edit** menu to insert a bookmark you have cut or copied from another location in the list. The bookmark will be inserted immediately below the bookmark currently highlighted.

To arrange your bookmarks into folders:

1. Select **Create new folder** on the **File** menu to add new folders you want to use to organise your bookmarks.
2. Select **Cut, Copy and Paste** on the **Edit** menu to move bookmarks into folders. To insert a bookmark into a folder, make sure the folder icon is in the 'open' state, then select the folder icon itself and tap **Paste**.

Note! *If you highlight a closed folder and paste a bookmark onto it, the bookmark will be inserted directly below the folder in the bookmarks list. If the folder you highlight is open, the bookmark will be pasted into the folder itself.*

To delete a bookmark or folder:

- Select the bookmark or folder you want to remove then press Del, or select **Delete** on the **Edit** menu.

Note! *When you select a folder and select the **Delete** or **Cut** command, you are also deleting or cutting all the bookmarks the folder contains.*

USING A SEARCH PAGE

A search page is a web page where you can search for specific information, then follow links according to the results of your search. By setting a search page in the Internet program, you can move there rapidly with a single tap on a toolbar button.

To set a search page:

1. On the **Tools** menu, select **General preferences**.
2. On the Search page location line, enter the address of the search site you want, then select **OK**.

To open your search page:

- Tap **Search page** on the toolbar, or select **Search page** on the **Go to** menu.

Note! *As a search page requires information to be returned by another machine, you should not set a local file to be your search page. Note that this means that if you are not connected to the web, tapping the **Search page** button will start a connection.*

To open your search page when you start the Internet program:

- Select **General preferences** on the **Tools** menu, then set the Load on startup line to Search page.

USING FORMS

Many web pages contain areas where you can input information and choose options. These pages are called *forms*.

Forms can contain any of the following elements:

- Text entry boxes: to use these, tap once on the box, then start typing. The text you enter will appear in the box.

- Password boxes: these are just like text entry boxes, but the text you type in is hidden for security reasons.
- Lists: these contain a list of options which are displayed one at a time in a box. Tap on the arrows on either side of the box, or use the arrow keys, to move back and forward through the list of items.
- Radio buttons and check boxes: these are the same as the controls you find in the MC 218 dialogs. Simply tap on the appropriate box or button to select the option you want.
- Reset buttons: many forms have a **Reset** or **Clear** button which returns all the form's items to their standard state. To use a reset button, simply tap on the button once to select it, then tap on it again.
- Submit buttons: most forms have a button called **Submit** or **Proceed** which transfers the information you have entered in the form to the web server. When you have completed the form, tap on the submit button once to select it, then tap on it again.

You can move between the elements of the form by tapping once in the browser window (or in the particular frame containing the form, if the page you are looking at uses frames), then using the Tab key.

DOWNLOADING FILES

You can use the Internet program to download software and files from the web. The process involves opening a location, as with opening a web page, but the location must be the address of a file.

To download software and files from the web:

1. Either select a link from which you know you can download a file, or select **Open web page** on the **File** menu and specify an address from which you can download files.
2. When the Internet program contacts the remote machine, you will see either:
 - A dialog offering you the option of saving the file. If you select **Save** you can then give the file a location on a local disk and select **OK**; or
 - A dialog offering you the choice to open the file or save it. You will see this if the file you are trying to retrieve can be opened by a program on your MC 218; or
 - A page with text and graphics representing files and folders, each of which is a link. This will occur if the address you specified was the location of a 'directory' (a directory is the same as a folder on the MC 218). To download a file, select one of the files within the displayed directory, then tap on it again or press Enter. When the Internet program starts retrieving the file you will see one of the above dialogs, where you can choose to save or open the file.

USING PLUG-INS

Plug-ins are additional programs you can use with the Internet program to add new features and capabilities to browsing the web. You will be able to find and download the Internet program plug-ins by searching for them on the

web.

To add a plug-in:

- Select the plug-in installation file on the Desktop screen, then tap on it again to install it.

Some plug-ins can require a considerable amount of memory, so you may want to turn them off when you are not using them.

To turn plug-ins off when you are not using them:

1. Select **General preferences** on the **Tools** menu and tap on the **Plug-ins** page.
2. Select the plug-in you want to turn off, and select the **On/Off** button. To turn a plug-in back on, select it and select the **On/Off** button.

Note! *Plug-ins will normally have options allowing you to control how they behave. To adjust these settings, select the plug-in and tap the **Settings** button.*

SAVING PAGES

You can save web pages to a local disk in order to view them when you are not connected to the Internet.

Note! *Because graphics that appear on web pages are separate files linked to the page, rather than part of the page itself, the pages you save locally will not contain images.*

To save the current page:

1. Open the page you want to save in the Internet program.
2. On the **File** menu, select **More ► Save as**. Give the file a name and location on your MC 218 and select **OK**.

Note! *You should give the filename a '.htm' or '.html' extension, e.g. 'home.htm'.*

You can also save a page linked to the current one without having to open it.

To save a page linked to the current one without opening it:

1. Highlight the link to the page you want to save.
2. On the **File** menu, select **More ► Save link as**. Give the file a location on your MC 218 and select **OK**.

Viewing saved pages

To open pages you have saved to a local disk:

1. On the **File** menu, select **Open file**.
2. Locate the page with a '.htm' or '.html' file name extension that you want to open and select **OK**, or tap on the file on the Desktop screen, then press Enter or tap on it again.

Note! *You can also open plain text files in the Internet program. Select the **Open file** command, locate the file you want to open and select **OK**. The text file must have a '.txt' filename extension.*

Selecting text

You can also save information on a web page by copying text to another program.

To copy text to another program:

1. Drag the pen across the screen to highlight an area of text that you want to keep. Alternatively, select **Select all** on the **Edit** menu to highlight all the text on a page.
2. Select **Copy** on the **Edit** menu, then paste the text into any other suitable program, such as Word, using the **Paste** command in that program.

Tip! *If you want to select an area of text which is larger than the area you can currently see on screen, tap at the start of the area, then scroll to the end of the text you want to select and tap on it whilst holding down the Shift key.*

Saving images

You can also save images independently of the pages they are displayed on, and view them again later using the browser.

To save an image:

1. Select the image by tapping on it, or pressing Tab until it has a border around it.
2. On the **File** menu, select **More ► Save image as**. Give the image a name and location on a local disk and select **OK**.

Viewing saved images

To view a saved image:

- Select **Open file** on the **File** menu, select the image you want to view and select **OK**, or select the file on the Desktop screen and press Enter.

Tip! *The Internet program can display JPG and GIF format images. It can also display MBM format images when they are stored locally. This means you can transfer any pictures or digital photographs in these formats from your PC for viewing on your MC 218.*

CREATING AND VIEWING YOUR OWN HTML PAGES

You can use MC 218 software to create *HTML* pages, and then select the facility in the Internet program for opening local pages to view them. Below are guidelines on the procedures for creating and viewing HTML pages, but detailed instructions on writing HTML are beyond the scope of this manual.

To create HTML pages:

1. Use a text editor such as Word or Program to create and edit your HTML document.
2. Select all the HTML text you have entered and select **More ► Export as text file** on the **File** menu in Word, or **More ► Export as text** on the **File** menu in Program.
3. Give the file a name and location and save it. Make sure the filename has the '.htm' or '.html' extension. If you have used **More ► Export as text**

file on the **File** menu in Word to create the file, this will mean removing the '.txt' extension in the Export text file dialog.

To view HTML pages you have created:

- Select **Open file** on the **File** menu to open and view the pages as you would any other locally-held web page.

VIEWING HTML SOURCE

You can use the Internet program to look at the HTML source code of web pages you have retrieved. This may be useful to you if you are interested in creating your own HTML pages and want to see how an effect is achieved.

To view the HTML source of the current web page:

1. With the page open, select **Show page source** on the **Tools** menu.
2. The Internet program will retrieve the HTML source. This may require a connection to the Internet to be made if you are offline.
3. Once the HTML source code has been retrieved, you can review and edit it, and select the **Save as** button to save the HTML as a file on your machine.

To return to viewing the web page as normal:

- Select **Show page source** on the **Tools** menu to remove the tick.

SENDING MAIL FROM A WEB PAGE

Some web pages have links which enable you to send Internet mail directly from the Internet browser. You can identify this kind of link by the 'Mailto:' prefix in the address which appears when you select the link. It will normally also be indicated in the text surrounding the link.

To send a mail message using a link:

1. Select the link by tapping on it. Check that the link begins with the 'Mailto:' prefix.
2. Tap the link again or press Enter. This will open the Message program's message editor.
3. Enter your message subject and then the message. The 'To:' line of the message will already be completed with the address specified in the link.
4. When you have finished writing your message, tap the **Save to outbox** button on the toolbar. The mail will be sent the next time you transfer mail using the Message program.

Tip! *For further information on editing mail messages, see the "Message" chapter.*

CHANGING THE SCREEN DISPLAY IN INTERNET

The Internet program has a number of options for changing the way information is displayed in order to increase the amount of space on the screen:



To show and hide the toolbar:

- On the **View** menu, select the **Show toolbar** command.

To show and hide the title bar:

- On the **View** menu, select the **Show title bar** command.

To show, move or hide the location line:

- On the **View** menu, select the options for **Show location**.

To show and hide the scrollbars:

- Select **Display preferences** on the **Tools** menu, then use the commands on the Scrollbars page. If you set these to Auto, the scrollbars will appear automatically when the information being displayed requires them, but otherwise will remain hidden.

Changing the fonts

Select **Display preferences** on the **Tools** menu and use the Font page to change the fonts used in the browser window.

- Select the Standard font line to change the font used for the text in pages displayed on the screen.
- Select the Fixed width font line to change the font used for 'system' text, such as any error messages displayed by a web server.
- Change the Base font size to alter the size of the normal text which appears on web pages. The Internet program will adjust all heading sizes accordingly.

Changing the colour settings

Select **Display preferences** on the **Tools** menu and go to the Colour page to adjust the settings the Internet program uses for displaying colour pages and images.

- Set Number of colours depending on whether you want coloured pages and images to be displayed using 4 or 16 greys. Using 16 greys will improve the quality of the display of web pages, but will slow down browsing and increase power consumption.
- Set Show coloured text/background in to Black & white or Colour according to whether you want coloured pages and text to be shown as black text on a white background or displayed using greys to represent the colours. Note that images are always displayed in Colour mode.

PROXY SERVERS & SPEED OF TRANSFERS

A *proxy server* is a remote machine which stores information and performs actions in place of other machines. So a proxy web server, for example, stores a large number of web pages from various sources, allowing you to use it as a single source of pages. Using a proxy server run by your network or Internet service provider can often make for a faster connection and increased security.

Setting up the Internet program to use a proxy web server

If you set up the Internet program to use a proxy server for web pages, it will always try to get pages from the specified machine, regardless of the web location you type in.

To set up the Internet program to use a proxy server:

1. On the **Tools** menu, select **Proxy server settings**.
2. Select the Internet service provider or corporate network you want to set up the proxy server for in the Service provider line.
3. Select 'HTTP' in the Protocol line and put a tick in the Use proxy server box. (*HTTP* is the *protocol* for transferring web pages.)
4. In the Proxy server line, enter the location of the proxy web server, then enter the *port number* you will use to connect to it. Select **OK**.

Note! *Note that the port number does not refer to the actual Serial port on your machine, but is a type of 'channel' that machines agree to use for communications on the Internet.*

Tip! *Web servers often use 80 as the port number. If you do not know the port number, it is recommended you try using this. If this number does not work, you should contact the proxy machine's administrator.*

Setting up proxy server exceptions

If you have set up the Internet program to use a proxy server for web pages, you can still specify sites where the Internet program will not use that proxy server but instead access the site directly.

To specify sites where the Internet program will not use that proxy server:

1. On the **Tools** menu, select **Proxy server settings**.
2. Select the Internet service provider you want to set up the proxy server for in the Service provider line.
3. Tap the **Exceptions** button.
4. Select the **Add** and **Remove** buttons to add and remove proxy server exceptions, e.g. 'www.ericsson.com', to the list. Select **OK**.

MEMORY USAGE & THE CACHE SIZE

The Internet program can store copies of web pages you have viewed during any one session to enable you to return to them quickly, and even view them when you are not connected to the web. You can vary the size of this *cache* of pages according to the amount of memory you have free.

To change the size of the cache:

- Select **General preferences** on the **Tools** menu, tap on the Other page and enter a new number in the Maximum cache size line.

Note! *Note that this is not an absolute maximum: for short periods, the Internet program may use slightly more than the amount of memory you specify as a maximum cache size. It will return to using a level within the limit as quickly as possible.*

Note! *It is best to keep the maximum cache size significantly below the amount of free memory you have at present. This will prevent difficulties owing to a shortage of memory occurring when the cache is full.*



Tip! *If you find your machine experiencing memory shortages while browsing the web, reducing the size of the cache will free more memory and help to avoid such problems.*

The cache is cleared each time you close the Internet program.

If the page you are viewing changes frequently, you can specify that you want the page to be retrieved from the web server again, instead of being loaded from the cache.

To reload a page:

1. Open the page you want to view – if you have loaded it recently, it is likely the Internet program will open the cached copy of the page.
2. On the **File** menu, select **Reload**. This will retrieve the page again from the web server.

Viewing the contents of the cache

You can view the contents of the cache and clear it if you want to free memory.

To view the contents of the cache:

- On the **Tools** menu, select **Information ► Cache**.

To clear the contents of the cache:

- Select the **Empty now** button in the Cache information dialog.

Note! *The cache is cleared when you close the Internet program. To prevent this from happening, select **General preferences** on the **Tools** menu, tap on the *Other page* and remove the tick from the *Empty cache on exit box*.*

COOKIES

If you see a Cookie information dialog, this is because a web site you have contacted has asked to store a 'cookie' on your machine.

Cookies are small files which store your personalised information and settings for a web site. Other sites may read the information in your cookie files, so although they are normally harmless, you may want to stop using them for reasons of confidentiality.

To stop using cookies:

1. Select **General preferences** on the **Tools** menu and tap on the *Other page*.
2. In the Use cookies line, select **Never**, or select **Ask** to be prompted each time a site asks to put a cookie on your machine.





Word

Word is the word processing program. It has many of the editing and formatting features that you would expect from a fully-featured word processor.

Many types of text formatting, e.g. alignment and font settings, can be applied to individual paragraphs or defined as a paragraph style.

ENTERING TEXT

The text you type always appears at the current cursor location (there is a ► marker in the margin to help you find the cursor). All text after the current cursor position moves to make way for the new text. To delete characters, press Del to delete backwards or hold down Shift and press Del to delete forwards from the cursor.

When text reaches the right-hand side of the screen, it automatically wraps the text onto the next line. If you want to view your page as it will be printed (WYSIWYG), switch off word-wrapping by removing the tick on the command on the **View** menu.

As you might expect, you can apply many commands to sections of text by highlighting them first. To highlight text, drag the pen over it or hold down Shift and use the arrow keys. To select all text in the file, use the command on the **Edit** menu.

- **To remove text:** highlight the text and press Del or select **Cut**. If you accidentally delete a section of text, you can replace it by selecting **Undo delete** on the **Edit** menu.
- **To copy text without deleting the original:** highlight it and select **Copy** on the **Edit** menu. To insert copied text, place the cursor where you want the text to appear and select **Paste** on the **Edit** menu.
- **To move a section of text:** highlight it and select **Cut** on the **Edit** menu. Place the cursor where you want the text to appear, then select **Paste**.
- You can make the text appear larger or smaller on the screen by selecting **Zoom in** and **Zoom out** on the **View** menu. You can also select **Set zoom** to set a custom zoom level. Note that zooming does not affect printing.

FINDING AND REPLACING TEXT

You can search through an entire file for a particular word or phrase and, if you wish, replace it with a different one. The **Find** commands are on the **Edit** menu.

To find text:

- Select **Find** and type in the text that you want to find. You can search down or up through a file - down searches from the current position to the end of the file, and up searches backwards to the beginning of the file.

While searching, you can match the whole word, or make the search case sensitive.

To find and then replace text:

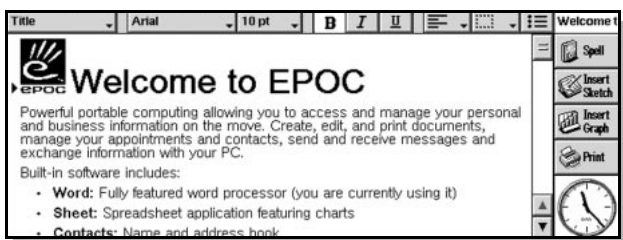
- Select **Replace**. Type the text that you want to find, as before, and the text that you want to replace it with. You can replace a single occurrence of the chosen text, or all occurrences from this point onwards.

CHANGING THE APPEARANCE OF TEXT

You can highlight text then apply formatting to it, or select a format to use and then start typing.

To format text:

1. Press the **B** button for bold text, **I** for italics or **U** for underlined text (or use the commands on the **Text** menu).
2. Press the button again, or remove the tick from the menu command to remove the effect, or switch it off.
3. Use the button on the Top toolbar (e.g. **Times New Rom.**) to choose from a list of available fonts. Note that the text that appears on the button will reflect the current font. Use the size button (e.g. **10 pt**) to change the size of text.



You can apply any of these effects, and also set the text position (e.g. for superscript and subscript text), use strikethrough text (crossed out), and change the text colour using **Font** on the **Text** menu.

FORMATTING PARAGRAPHS

Many formatting and spacing options can be applied to whole paragraphs. A paragraph may be a single word or title, a standard paragraph of text, or several lines grouped together, e.g. an address.

Each time you press the **Enter** key you start a new paragraph.

To start a new line without starting a new paragraph (e.g. for an address):

- Hold down **Shift** and press **Enter** to insert a forced line break.

To apply formatting to an entire paragraph, e.g. to change the horizontal alignment:


- Place the cursor within the text of the paragraph using the pen or arrow keys, then tap the button or select the menu option. To apply formatting to

a number of paragraphs, make sure that the highlight covers at least part of each paragraph. You don't need to highlight **all** the text in the paragraphs you want to format.

Aligning paragraphs

Alignment changes the horizontal position of paragraphs on the page. You may wish to align the text left or right with the appropriate margin, centre a title, or justify text to align both edges with the margins.

To change the alignment:

- Select the paragraph(s) to align, then tap  or select the command on the **Paragraph** menu, then select the alignment you want.

Note! *Margins are set as part of the file's page setup. See "How the Page Looks" later for more information.*

Indents & tabs

Indents set the position of a paragraph between the margins, while tabs allow you to line up text on the page.


You can set left, right and first line indents for selected paragraphs by selecting the command on the **Paragraph** menu and entering a measurement (measured from the existing margins) in the boxes. The left indent applies to all lines except the first line, so that you can create a hanging indent by applying different left and first line settings.

You can change the standard tab setting, and set up custom tab stops for individual paragraphs by selecting the command on the **Paragraph** menu.

Bullets & symbols

To emphasise paragraphs that are items on a list you can precede each paragraph with a bullet.

To add a bullet to a paragraph:

- Tap  or select the command on the **Paragraph** menu. Use the menu command to change the bullet format, i.e. the size or colour of the bullet character, or the character to use.

Special characters

You can insert foreign and other special characters in your file by selecting **Special character** on the **Insert** menu.

You can also insert non-printing characters which control word wrapping on the screen and in the printed document:

- For a non-breaking space, press **Shift** and the **Spacebar**. This will prevent a line breaking at the space.
- For a non-breaking hyphen or 'hard hyphen', press **Shift** with the - key (i.e. **Shift+Fn+U**). This will prevent a line breaking at the hyphen.

You can use **View preferences** on the **Tools** menu to select which non-printing characters are displayed on screen.

Line spacing

When you select a particular font size, Word automatically uses an appropriate line spacing to make sure that there will always be a gap between successive lines of text. You might sometimes wish to override these settings, e.g. in a paragraph with different sizes of text.

To set line spacing:

- Select the command on the **Paragraph** menu and enter a point size. Set the spacing to At least to ensure that lines of text never overlap, but will move further apart to accommodate any larger text appearing on the same line, or Exactly to ensure that lines of text are always the same distance apart, even if larger text appears on the same line.

To insert extra blank space between paragraphs:


- Enter point sizes for the Space above and Space below.

Note! *The other lines in this paragraph affect where page breaks occur when the file is printed. See “How the Page Looks” later.*

Paragraph borders

You can draw a border around a paragraph. You can also change the background colour of a paragraph.

To draw a border:


- Select the paragraph(s) then tap  and select from the range of options. Or, use the command on the **Paragraph** menu to apply the borders and set the style and colour for each side of the border (i.e. Left, Right, Top or Bottom) and how far you want the border to be from the text. You can also set a background colour.
- Remember to set different background and text colours, otherwise the text will be invisible.

USING STYLES

A style is a collection of formatting options which can be applied to a whole paragraph using a single command or keypress.

Word has four built-in styles; Normal, Heading 1, Heading 2 and Heading 3.

To apply a built-in style:

- Select the paragraph(s), then tap  on the Top toolbar and select the style you want, e.g. Heading 1. You can also select **Style gallery** on the **Paragraph** menu.

Note! *The text on this button changes to display the style of the current paragraph.*

Defining styles

In addition to the built-in styles, you can create your own - either from scratch or by modifying an existing one. Styles are saved with the file, so each Word file can have different style settings.

1. Select **Style gallery** on the **Paragraph** menu and select **New** to create

your own style, or select **Modify** to change the currently selected style in the list.

2. Press the **Format** button, then modify text and paragraph options as you wish.

If you are creating a new style, you can then name it and assign an outline level and a shortcut key. Your new style will now appear in the list of paragraph styles for the current file.

To delete a style you have created, select **Style gallery** on the **Paragraph** menu, select the style name from the list, and press **Delete**.

- You cannot delete or rename Word's built-in styles, but you can modify their settings for the current file. The built-in styles in other files will not be affected.

MOVING AROUND DOCUMENTS

You can move around in a document by using simple key combinations.

To move around in a Word document:

- to the start of the previous word, press **Ctrl+left arrow**.
- to the start of the next word, press **Ctrl+right arrow**.
- to the start of the current line, press **Fn+left arrow**.
- to the end of the current line, press **Fn+right arrow**.
- to the start of the current paragraph, press **Ctrl+up arrow**.
- to the end of the current paragraph, press **Ctrl+down arrow**.
- up one screen, press **Fn+ up arrow**.
- down one screen, press **Fn+down arrow**.
- to the start of the document, press **Ctrl+Fn+up arrow**.
- to the end of the document, press **Ctrl+Fn+down arrow**.

DOCUMENT OUTLINES

You can also view an outline of a document, with one line for each paragraph style which has an outline level. The standard Heading styles use a sequence of different outline levels: Heading 1 is the highest with outline level 1, Heading 2 has outline level 2 and so on.

You can choose which paragraph styles you want to display in the outline, making it easier for you to see the structure of the document and move between different sections.

Select **Outline** on the **View** menu to see the document structure in outline. You can then:

- expand the outline to include other styles with a lower outline level. Highlight a particular line and tap again or press the right arrow to expand the level. Tap **Open all** to show all of the outline levels. Styles which have an outline level of zero are not shown.
- close the outline to show only the higher outline levels. Highlight a line and tap again or press the left arrow to close one level. Tap **Close all** to only show the highest outline level.
- tap **Done** or press **Esc** to return to the document.

You can change the outline level for any style so that you can display a document structure including your own headings or other styles. See “Using Styles” earlier for more about creating styles.

Moving around the document outline

You can use the document outline to move quickly to other parts of the document.

To move in outline view:

1. Select **Outline** on the **View** menu to display the document structure in outline.
2. Move the cursor to the line representing the section of the document that you want to move to (using the arrow keys to display or hide other levels as necessary).
3. Tap **Go** to or press Enter to return to the document, with the cursor at this selection in the text.

INFORMATION FROM OTHER PROGRAMS

You can add pictures, graphs, spreadsheets and sounds to your Word files by inserting information created by the other MC218 programs.

When a piece of information is inserted, it is known as an object.

Inserting an object

To insert a sketch:

- Tap the **Insert Sketch** button in the toolbar or select the command on the **Insert** menu. A copy of the Sketch program will open where you can create your picture.

To insert a table or graph:

- Tap the Insert Graph button in the toolbar or select the command on the **Insert** menu. A copy of the Sheet program will open. Word displays the inserted Sheet object as a graph or a spreadsheet, depending on the view displayed when you close the copy of Sheet.

To insert a sound or other object:

- Select **Other object**, and select from the programs which support this feature, e.g. Record for a sound recording.

Close the program using the **Done** button at the top of the screen to return to Word.

When you have inserted a sketch, table or graph you can select it, then use the pen to drag one of the handles to resize it. You can tap an object to edit it again. You can also format an object to resize it, or crop the edges to control the amount of the object displayed, by highlighting it and using **Object** on the **Edit** menu.

You can also use **Format object** to display an object as an icon of the program that created it to save space on screen. To set a preference so that objects are

always displayed as icons when first created, use **Object preferences** on the **Tools** menu.

Some objects, e.g. sounds from Record, are always displayed as icons and cannot be formatted. Tapping the icon (or selecting it and pressing Enter) opens a copy of Record so that you can play the sound.

Note! *Inserting objects into a file causes a considerable increase in file size.*

SPELL CHECKING

To check the spelling of a Word file, select the command on the **Tools** menu (to check the spelling of a single word or phrase, highlight it first). Spell will display any words that are not found in the Spell dictionary, or included in the Personal dictionary (if applicable). You can then:

- correct the unrecognised word. Type in the correct spelling, or choose from the list of suggested alternatives.
- ignore the word and leave it unchanged in the Word file, or ignore all instances of the word in the file.
- add the word to Spell's Personal dictionary.

See the "Spell" chapter for more about spell checking.

CREATING A NEW FILE

To create a new Word file, use **Create new file** on the **File** menu in Word or on the Desktop screen. If you do this in the Word program you can enter a filename and location and select a template for the new file.

FILE TEMPLATES

A template is a document design that you can use as a starting point for new documents. The template can include text, paragraph styles and page layout information. When you create a new document using a template, Word copies the information in the template into the new file which you can then change as you require. For example, you can use the standard Fax template to create a fax - the template includes the coversheet text and you can add the fax details and number.

You can select from a number of standard templates, or select the Blank document template to create a completely empty document. You can only use a template to open a document so once you have changed the text or formatting you cannot re-use the template.

When you open a document using a particular template, you then work on a document based on the template, you do not change the template itself. However, you can create your own template if those provided are not suitable.

To create a template:

1. Create the Word file with the text, styles, page layout, headers, footers, and so on that you want to include in the template. Note that other settings

such as the cursor position and printer setup are also stored.

If you want to change an existing template, open a new document using the template and make the changes to this Word file.

2. Select **More** ► **Save as template** on the **File** menu.
3. Enter a name for the template. If you are making changes to an existing template, type the original template's name. Word displays templates with (C) or (D) added to the name, according to the disk you use to store the file.

You cannot change the standard built-in templates in Word, although you can use them as a starting point for your own customised templates.

You can use **More** ► **Delete template** on the **File** menu to delete a template you've created. You cannot delete the built-in templates.

Setting the default template

If you create a new Word document from the Desktop screen, Word uses the built-in Blank document template. If you want to start documents on the Desktop screen using a different template, create a template as before but type the name Normal for the file. Word will use the Normal template if it exists, but will otherwise use the blank template.

SAVING WORD FILES

When you edit a Word file you are actually working on a copy of the file stored in memory. When you close Word this file is automatically saved to disk. If you do not specify a filename it will be called Word, and subsequent files will be saved as Word(01), Word(02), and so on. To save a file using a different name, or in a different folder, select **More** ► **Save as** on the **File** menu.

To create a new Word file, use the command on the **File** menu and enter a filename and folder. The current file is closed and automatically saved.

You can undo all changes since the last 'save' using **Revert to saved** on the **File** menu. This will re-open the most recently saved version of the file.

Note! *If you password-protect a file, it is immediately saved as password-protected. If you revert to saved, you will need to enter the password for the file.*

HOW THE PAGE LOOKS

When you create a new file, Word uses standard page settings to control how your text will appear when printed. To change the page setup for the current document, select **Printing** ► **Page setup** on the **File** menu; adjust the paper size, orientation and margins as appropriate.

Page breaks

Word automatically fits text to the paper size and continues on to another page where necessary. If you want to have more control over where new pages start, you can insert your own page breaks and set page breaking options for



individual paragraphs.

- To start a new page, place the cursor at the desired point and select **Page break** on the **Insert** menu, or hold down Ctrl and press Enter.

To define how Word prints a specific paragraph, place the cursor in the relevant paragraph, or highlight several paragraphs, then select **Line spacing** on the **Paragraph** menu. You can select from the following:

- Keep together to prevent a page break within the paragraph.
- Keep with next to ensure that a paragraph always appears on the same page as the paragraph that follows it.
- Start new page to ensure that a paragraph will always appear at the top of a new page.
- Allow as widow/orphan to let a single line at the beginning or end of the paragraph appear on a separate page from the remainder of the paragraph.

You can display where page breaks will occur in a file by selecting **Paginate** on the **Tools** menu. The position of each page break is then shown with a dotted line. Note that the dotted lines are not automatically updated if you edit the document further, so you will need to select **Paginate** again if you wish to repaginate and update the position of the dotted lines.

Headers, footers & page numbers

Headers and footers are pieces of text (e.g. page numbers or a chapter title) which appear at the top and bottom of each page of a printed file. To add a header or footer, select **Printing ► Page setup** on the **File** menu, and select the Header or Footer page in the dialog. Enter your text in the box and format it as desired.

To insert page numbers, the current time or date, or the file name, press the **Insert** button and select from the options available. Word automatically updates page numbering as you edit your file.

PRINTING

If you have a printer ready for use with the MC 218, you can print your Word files. You can preview how your printed file will appear on paper and review all your page setup options beforehand.

- To preview your printed document, select the command on **Printing** on the **File** menu. Word paginates your file and displays the first page(s) on screen. You can use the **Setup** options to control the number of pages displayed in the preview and whether or not visible margin lines are shown.
- To print the file, select the command on **Printing** on the **File** menu. You can choose to print the entire file, or only a selection of pages. You can also print multiple copies of the file.

See “Printing” in the “Working with the MC 218” chapter for more details.

CHARACTER SET

The MC 218 contains several fonts, but all have the same basic character set. This is the IBM Code Page 1252 character set. Please refer to the “IBM Code

Page 1252” table for shortcut numbers.

In addition to the characters that you can enter directly from the keyboard, there are many other special characters which you can use. You can display and insert them using the Insert special character command in the Word program.

To insert special characters in Word:

1. Open the Word file.
2. Select **Special character** on the **Insert** menu.
3. Select the required character and press OK.

Note! *You can also use the Shift+Ctrl+C shortcut keypress to display the Special character dialog when typing text in most other programs.*

To insert special characters when you can't display the Special character dialog:

1. Move to Word, select **Special character** on the **Insert** menu.
2. Move the highlight to the character you want to insert to display its shortcut key at the bottom of the dialog, e.g. the special character TM has the shortcut Ctrl+153.
3. Move back to the program in which you want to insert the character and press its shortcut key, e.g. to insert TM hold down Ctrl and press 1, then 5 and then 3.

IBM CODE PAGE 1252

032	. 046	< 060
! 033	/ 047	= 061
" 034	0 048	> 062
# 035	1 049	? 063
\$ 036	2 050	@ 064
% 037	3 051	A 065
& 038	4 052	B 066
' 039	5 053	C 067
(040	6 054	D 068
) 041	7 055	E 069
* 042	8 056	F 070
+ 043	9 057	G 071
, 044	: 058	H 072
045	; 059	I 073

J 074	g 0103	„ 0132
K 075	h 0104	... 0133
L 076	i 0105	† 0134
M 077	j 0106	‡ 0135
N 078	k 0107	^ 0136
O 079	l 0108	‰ 0137
P 080	m 0109	Š 0138
Q 081	n 0110	< 0139
R 082	o 0111	Œ 0140
S 083	p 0112	0141
T 084	q 0113	0142
U 085	r 0114	0143
V 086	s 0115	0144
W 087	t 0116	‘ 0145
X 088	u 0117	’ 0146
Y 089	v 0118	“ 0147
Z 090	w 0119	” 0148
[091	x 0120	• 0149
\ 092	y 0121	– 0150
] 093	z 0122	— 0151
^ 094	{ 0123	˘ 0152
_ 095	0124	™ 0153
` 096	} 0125	š 0154
a 097	~ 0126	> 0155
b 098	0127	œ 0156
c 099	€ 0128	0157
d 0100	0129	0158
e 0101	, 0130	ÿ 0159
f 0102	f 0131	0160

0160	½ 0189	Ú 0218
ı 0161	¾ 0190	Û 0219
¢ 0162	ı 0191	Ü 0220
£ 0163	À 0192	Ý 0221
¤ 0164	Á 0193	Þ 0222
¥ 0165	Â 0194	ß 0223
¦ 0166	Ã 0195	à 0224
§ 0167	Ä 0196	á 0225
¨ 0168	Å 0197	â 0226
© 0169	Æ 0198	ã 0227
ª 0170	Ç 0199	ä 0228
« 0171	È 0200	å 0229
¬ 0172	É 0201	æ 0230
- 0173	Ê 0202	ç 0231
® 0174	Ë 0203	è 0232
¯ 0175	Ì 0204	é 0233
° 0176	Í 0205	ê 0234
± 0177	Î 0206	ë 0235
² 0178	Ï 0207	ì 0236
³ 0179	Ð 0208	í 0237
´ 0180	Ñ 0209	î 0238
µ 0181	Ò 0210	ï 0239
0182	Ó 0211	ð 0240
· 0183	Ô 0212	ñ 0241
¸ 0184	Õ 0213	ò 0242
¹ 0185	Ö 0214	ó 0243
º 0186	× 0215	ô 0244
» 0187	Ø 0216	õ 0245
¼ 0188	Ù 0217	ö 0246

÷ 0247

ø 0248

ù 0249

ú 0250

û 0251

ü 0252

ý 0253

þ 0254

ÿ 0255



Sheet

Sheet is the spreadsheet program. It has many of the features and functions that you would expect from a fully-featured spreadsheet.

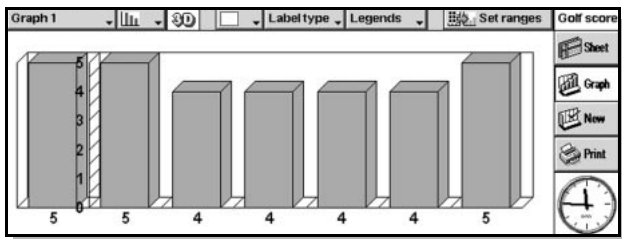
You can use it to create worksheets, and use Ericsson EPOC Connect to transfer worksheets to and from your PC.

Sheet has two views:

- The Sheet view, where information is displayed in cells on a worksheet. Cells are referred to by their position in the grid of columns and rows, e.g. D3. You can present information in table form in Sheet, and perform calculations based on sets of numbers stored in the worksheet.

	A	B	C	D	E	F
1	Date	Player:	John Ericsson			
2	16/04/98	Handicap:	16			
3	Hole	Yards	par	score	score	score
4	1	332	4	5	4	3
5	2	324	4	5	5	4
6	3	154	3	4	4	4
7	4	261	4	4	5	4

- The Graph view, where you can create graphs based on information stored in the worksheet.



MOVING AROUND

The current cell is indicated by a dark border around a cell. The information you enter in the input line applies to this cell.

- Tap any cell to select it, or use the arrow keys to move around. You can use the scrollbars or the arrow keys to move to other areas of the worksheet. Hold down the Ctrl key and use the arrow keys to move by a whole screen at a time.

- On the **Edit** menu, use **Find** to move to other cells. Use **Find** and **Find next** to move to cells if you know their content, or **Go to** to jump to a specific cell.

Note! *You can alter the number of cells displayed by using the zoom commands, or by setting the zoom level using the command on the **View** menu.*

Highlight more than one cell to perform actions which apply to an area:

To highlight more than one cell:

- Drag the pen from the first cell in the block to cover the desired cells, or hold down Shift and use the arrow keys.

To highlight a whole column or a whole row:

- Tap the shaded column or row heading, e.g. 'C' or '2'.

To highlight the entire worksheet:

- Tap the square in the top left corner of the worksheet headings.

ENTERING INFORMATION

To enter information in a cell, select it and start typing. You will see the information you are entering on the input line. The first character you type tells Sheet what kind of information the cell will contain.

To enter numbers:

- Begin with a number or with one of these characters: . - + and (.

To enter text:

- Simply type it in. If your text starts with a number, type a ' first, e.g. '24 Longton Road. If you want the text itself to contain a ' at the beginning, type two of them, e.g. ''97 sales figures.

To enter a formula for a calculation:

- Begin with a =. For example, to make a given cell display the sum of the contents of cells B1 and B2, type in =B1+B2.

To edit the information in a cell:

- Simply highlight the cell and press Enter. You can then edit the contents on the input line.

To enter a date:

- Type the day, month and year on the input line, separating them with a space or the date separator character as set in the Desktop screen, e.g. 1 Oct. 69 or 1 10 69, or 10 1 69 if you use this date format.

To enter a time:

- Type the hour, minutes and seconds, separating them with a colon (or the time separator character as set in the Desktop screen).


You can also change the width of columns and the height of rows, to suit the information contained in them.

To change the width of columns and the height of rows:

- Drag the right-hand edge of the column heading to adjust its width, and the lower edge of the row heading to adjust its height.
- On the **Format** menu, use the commands to set the height of a row in points and the width of a column in characters.

Note! *If you enter more text than can be displayed in the current cell, the information will run over into the next column if that column is empty, so you may want to adjust the column width. If you enter a number that's too long for the cell, you will see a series of # signs in the cell, though the actual number will still be stored.*

To freeze panes on the worksheet:

- Type the information you wish to freeze in the rows and columns, position the pointer in the cell below the row to freeze, and to the right of the column to freeze (this will often be B2). Tap , or select the command on the **View** menu. The frozen panes will stay on screen when scrolling through the rest of the worksheet.

To protect the worksheet from changes:

- On the **Tools** menu, select **Protection**.

To allow changes to some cells only:


- Highlight the area you for which you wish to allow changes. On the **Tools** menu, select **Protection** and remove the tick to unlock the highlighted cells. If you then protect the worksheet, changes are only allowed to the cells that are not locked.

PERFORMING CALCULATIONS

You can perform calculations.

There are two ways to perform calculations:

- Type the calculation into a single cell. When you press Enter or move to another cell, the result will be displayed on the worksheet.
- Use a formula for a calculation; just type the different parts of your calculation in separate cells and note their references, e.g. income in B2 and tax in C2. In a new cell, enter the formula, beginning with a =. Use the cell references for the components of the calculation rather than the numbers themselves. For example, =C2-(B2*C2). The value displayed in this cell is calculated for whatever values you use in the component cells.

Note! *If you have a row or column of cells and want to know their sum, position the pointer in the cell at the end of the row or column and tap . Sheet will insert the formula for the sum of the preceding group of cells and calculate the result.*

There are two types of cell reference you can use in a formula:

- Relative references, such as A2. These get updated when copied and moved elsewhere. For example, a reference to cell A2 in a formula in cell B3 will change to B2 if the formula is copied to cell C3.

- Absolute references, such as \$A\$2. These contain a \$ sign in front of the parts of the reference that you don't want to change even if the formula is moved elsewhere. So, \$A\$2 in cell B3 remains \$A\$2 when copied to cell C3.
- You can combine the two types of reference: A\$5 in A6 will become B\$5 when copied to B8.

A formula which contains a reference to its own cell, either directly or indirectly, is called a circular reference. You can find any circular references in the worksheet using **Find** on the **Edit** menu. You should avoid making circular references as they produce unpredictable results.

Recalculation

Sheet automatically recalculates your worksheet every time you change part of a calculation. You may want to turn this feature off if you are making a large number of changes in the worksheet.

To disable automatic recalculation:

- On the **Tools** menu, select **Preferences**, and set Auto recalculation to off. When Auto recalculation is off, a '+-?' symbol will be displayed at the right end of the input line whenever you need to recalculate manually to update results.

To make Sheet recalculate the worksheet, select the command on the **Tools** menu.

Functions

Sheet has a large number of functions, e.g. mathematical, financial and trigonometric functions, that you can incorporate in your calculations. See the built-in help on the MC 218 for a full list and details of syntax.

To use a function in a calculation:

- Just type it in. Alternatively, tap the function button or select **Function** on the **Insert** menu. Choose the function you require.

USING RANGES

A range is a rectangular block of cells. The reference for a range consists of the cell references of the top left and bottom right corners of the block, separated by a colon, e.g. B2:C6. You can use ranges to define areas of the worksheet for applying formatting, creating graphs, or include range references in formulae, e.g. =SUM(B2:C6).

To select a range:

- Highlight all the cells you want to be a part of your range.

To use a range in a formula:

- Highlight the range to be inserted while entering the formula. For example, type '=SUM' then drag the highlight to cover the appropriate range, type a ',' and press Enter.

Naming ranges

You can name a range.


To name a range:

- Highlight the range and add a name using **Add name** on **Name** on the **Insert** menu. You can use this name in sums and formulae, e.g. '=AVERAGE(Bills)'. You can edit the range name using **Edit name**.

CHANGING HOW INFORMATION IS DISPLAYED

You can format the information in the worksheet in a number of ways, e.g. to differentiate the parts of tables and calculations. Formatting is applied to the currently selected cells.




To change the alignment of information:

- Tap  to set the horizontal alignment, or use the command on the **Format** menu to set both the horizontal and the vertical alignment.


To change the font:

- Use the buttons in the Top toolbar to change the font or font size. Alternatively, use the command on the **Format** menu to select the font, font size and other attributes, e.g. bold, superscript, strikethrough etc.


To add bold, italic or underline:

- Use    , or use **Font** as described above.

To add a border:

- Tap  or select the command on the **Format** menu and select a border style for the each side of cell.

To add shading:

- Tap  or select the command on the **Format** menu, and select the shading you want to apply.

SORTING INFORMATION

You can sort rows in a list based on values in a single column or on several columns. You can also sort columns based on rows, if your list is set up that way. In either case, you can sort using more than one row or column. For example, if you want to sort a table based on a 'surname' column, but have more than one entry for each surname, you can also sort again using a 'first name' column.

Sorting from top to bottom

You can sort information in order from highest to lowest value or into alphabetical order, according to the information in a particular column. Use this type of sorting if you want to change the order of the rows in a table, e.g. to sort entries in a table into the order specified by an Amount column.

To sort from top to bottom:

1. Highlight the range of information that you want to sort, rows and columns. Sheet doesn't sort information outside this range.
2. Select **Sort** ► **Top-to-bottom** on the **Tools** menu.
3. In the dialog, select the column that you want to use to order the rows and specify the way that you want to sort. Click **Options** if you want to make

the sort case sensitive.

Sorting from left to right

You can also sort from left to right. Use this type of sorting if you want to change the order of the columns in a table.

To sort from left to right:

1. Highlight the range of information that you want to sort, rows and columns. Sheet doesn't sort information outside this range.
2. Select **Sort ► Left-to-right** on the **Tools** menu.
3. In the dialog, select the row that you want to use to order the columns and specify the way that you want to sort. Click **Options** if you want to make the sort case sensitive.

Changing the number format

Select **Number** on the **Format** menu to change the number format. You can set the formats for the current highlighted range or all cells in the worksheet.

The number formats include general, triad (e.g. 3 000 000) and scientific number display, as well as special formats for displaying text, currency, dates and times, percentages, and also for a format for hiding the contents of cells.

Note! *Some settings for the way numbers are displayed, e.g. the thousands separator, are set on the Desktop screen.*

GRAPHS

You can use Sheet to create, format and print graphs based on information on the worksheet, for example to show annual sales figures, or the distribution of revenue.

You can create many types of graphs including line graphs, bar and column graphs, scatter charts and pie charts, and can add to or alter many aspects of the graph's appearance by tapping on the area of the graph you wish to change.

To create a graph:

1. Highlight a column or row of numbers in the Sheet view. This will be the first range that your graph depicts. You can add other ranges later on to build up your graph.
2. Tap the **Graph** button on the toolbar to move to the graph view. You will see your graph displayed on the screen.

Use the **Sheet** and **Graph** buttons on the toolbar to switch between the two views.

Replacing the graph range

When you create a graph, it is set to the range you first specified. It will reflect changes to the data within that range, but will not reflect other ranges you highlight on the worksheet.

To replace the current graph range (or ranges) with a new one:

1. In the Sheet view, highlight the new range you want the graph to use.
2. Switch to the Graph view, then press the Set ranges button. The new range(s) will replace the old one(s) as the subject of the graph.


Adding a range to a graph

You can add further ranges to graphs to display additional information, e.g. to include a previous year's sales figures as well as the current ones.

To add a range to a graph:

- Select the range you want to add to your graph in the Sheet view, switch to the Graph view and then select the command on the **Ranges** menu.

Graph type & appearance

When you first create a graph, it will be a column graph. Change the type using , or **Graph settings**. The graphs types include line graphs, bar and column graphs, scatter graphs and pie charts.

To change the graph from 2D to 3D and back:

- Use the **3D** button on the Top toolbar, or **Graph settings**.

To change the pattern used for a range:

- On the **Ranges** menu, select **Change range**, then choose the range and the fill colours and styles for each range.

To change the background, text and line colours of a graph:

- Use the Colours and Styles pages in the Graph settings and Change range dialogs.

Note! *You can alter many aspects of the graph appearance by tapping on the area of the graph you wish to change.*

Adding titles, labels and grid lines

You can add titles, labels and grid lines.

To add a title to a graph:

- On the **Graphs** menu, select **Graph settings** and insert the title. You can change the style and font of the title using **Title font** on the **Graphs** menu.

To add axis titles:

- Use **Format X-axis** and **Format Y-axis**. You can also use these commands to format the X and Y axes, e.g. to add grid lines, tick marks, add or remove axis labels, alter the axis position and scale, or hide them completely.

To add labels to each range:

- Use **Change range** to specify the type of label you want and the cells in which your labels are stored.



To add a legend to a graph:

- Tap the **Legends** button and select the desired position for the legend. Alternatively, use **Graph settings**.

Working with more than one graph

You can create more than one graph for a worksheet and switch between them easily.

To create a new graph:

- Highlight the first range for the new graph, then switch to the Graph view. On the **Graphs** menu, select **New graph** and specify the settings for the new graph.

To switch between the graphs you have created:

- Tap the **Graph** button on the Top toolbar or use the command on the **Graphs** menu.

PRINTING FROM SHEET

You can print a range of pages, the entire worksheet or a graph from Sheet using **Printing** on the **File** menu. You need to set up the page layout and printer first, using **Page setup** and **Print setup**. You can use **Print preview** or the **Print** button in the toolbar to display a preview.

See the “Printing” section in the “Working with the MC 218” chapter for more details.



Ericsson Mobile Internet Setup Wizard

INTRODUCTION

Ericsson Mobile Internet Setup Wizard is a program that allows you to enter the Internet and Mobile Internet settings needed to connect to your Internet Service Provider or corporate network. This means easy setup for the Internet and Ericsson Mobile Internet (WAP). The first time you open the Internet program, the setup wizard starts. Here you can choose between either setting up an Ericsson free-trial connection, or your own Internet connection. The latter requires that you already have an account with an Internet service provider or access to a corporate network. The free-trial connection gives you access to Ericsson's Mobile Internet site and its links. Follow the instructions on the screen to complete the setup.

Tip! *You can return to the wizard at any time by tapping the Setup icon on the Extras bar.*

Note! *The Desktop Control Panel includes three important settings called Internet, Modems and Dialling. With Internet you can manually edit your internet subscription preferences and with Modems, you can edit modem configuration information. With Dialling you can enter your dialling details. See the "Setting Up the Internet and Message Programs" chapter in this manual for more details.*





Mobile Internet

The Mobile Internet browser allows you to:

- Connect to the Internet and interact with specially-designed Mobile Internet services.
- View pages on the Internet designed for Mobile Internet.
- Access information from Mobile Internet pages on the Internet more quickly than you would by accessing HTML pages with a traditional web browser.

What Is Mobile Internet?

The Mobile Internet program is an Internet browser using a standard called Wireless Application Protocol (WAP) and a language called Wireless Markup Language (WML). This standard was specially created for wireless communication via mobile companions, such as your Ericsson MC 218, and mobile phones. Mobile Internet gives faster and better performance than a traditional web browser (using HTML). The Mobile Internet browser is suitable for interaction with services offering e.g. ticket and hotel reservations, or online banking and electronic commerce. It is also handy when you want to access text- based information, such as timetables, share prices and exchange rates.

Note! *The Mobile Internet browser cannot read HTML web pages.*

Using the Mobile Internet browser in many respects resembles the way you use a traditional web browser. Therefore the following sections deal only with actions that are typical to the Mobile Internet browser. For other instructions, please refer to the section about the web browser.

SETTING UP COMMUNICATION

The Mobile Internet browser is not pre-installed on your MC 218, but you can easily install it from the CD supplied with your MC 218.

In order to access the Internet you need to set up your MC 218 properly. The easiest way to do this is to run the Internet Setup Wizard. Please refer to the “Ericsson Mobile Internet Setup Wizard” chapter in this manual for more information.

If your operator refers you to another gateway than the default one for Mobile Internet, you have to enter the new gateway information manually.

To set the gateway information:

1. Tap the Extras icon, and then tap the Mobile Internet program icon.
2. On the **Tools** menu, select **Preferences**.
3. Tap the Gateway tab.

4. Enter the gateway server number. This information can be obtained from you mobile phone operator. Some operators may require you to supply a gateway ID and password as well.

Note! *Mobile Internet (WAP) is a new technology that might not yet be supported by all operators.*

Please refer to the MC 218 online help for more information on Mobile Internet.




WORKING WITH MOBILE INTERNET

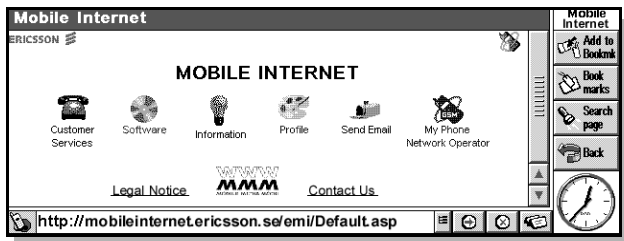
Opening a Mobile Internet Page

To open a location and view a page:

1. Connect your MC 218 to a mobile phone with a modem using infrared connection. Make sure the MC 218 is configured correctly for the Internet and that the IR port on your mobile phone is activated (where appropriate).
2. Open a Mobile Internet page by entering its address in the location box and then press Enter.

Alternatively:

- If you have already visited one or more Mobile Internet pages, their addresses are listed in the history list. Just select an address in the list by tapping the History list button  and tap the Go to button .
- If you have already entered one or more addresses in the location box on previous occasions, you can tap the Location list button  and then select the address you want to go to.
- If you have previously bookmarked Mobile Internet pages, tap **Bookmarks** on the toolbar, select a bookmark and then tap **Go to** or press Enter.



Any of the above actions instructs the Mobile Internet browser to open a page not stored on your MC 218. This starts the phone modem dialling and initiates a connection to your Internet service.

Navigating a Mobile Internet Page

A Mobile Internet page is often self-explanatory, where guidance to the available information is via typical dialog controls. A Mobile Internet page typically consists of the following components:

- a title bar with page titles
- a scrollbar for scrolling up or down a page

- the actual contents of the page including text, images, command buttons, hyperlinks, choice lists, check boxes, text, number and date boxes, or radio buttons.

Ericsson's Mobile Internet Portal

A great starting point for exploring the Mobile Internet is Ericsson's WAP portal at <http://mobile.ericsson.com/mobileinternet>. Here you get easy access to a multitude of information, handy when you are on the move.

Example

Here follows an example of how you can use the Mobile Internet browser to get information. This example shows how you can get train timetable information.

1. Make sure your MC 218 and mobile phone are switched on and connected.
2. Tap the Extras icon at the bottom right of your screen to display the Extras bar.
3. Tap the Mobile Internet icon.

The program starts, displaying the browser window.

Enter Ericsson's Mobile Internet address (<http://mobile.ericsson.com/mobileinternet>) in the location box and press Enter.

This starts the connection to the Internet and loads the page. The location bar at the bottom of the window changes into a status bar showing:


- the current type of action, e.g. Receiving data.
- a progress bar which shows how much of the page is currently downloaded.
- a clock which shows how much time has elapsed since the download started.

4. The first page is displayed, containing links to different types of services. Tap the Information link.
5. A second page is displayed with links to e.g. news, financial, weather and rail services
6. Tap the rail services link. On the next page, enter the start station and tap **Accept**.
7. Enter the destination for your request. Tap **Accept**, and then enter date and time of departure.
8. Tap **Accept**.
A new page is displayed containing the first set of results, including departure and arrival times, departure date and duration of travel according to the timetable request you made. Tap **Accept** to view the next set of results.
9. If you want to end the session, select **Disconnect from network** on the **File** menu.

Browsing the Mobile Internet Faster and More Easily


One way to connect quickly to a Mobile Internet page that you have previously visited is to use the history list. The history list contains a list of the last few pages you have viewed.

To open a Mobile Internet page using the history list:

1. Make sure you are connected to the Internet.
2. In the Mobile Internet main window, tap the History list button  in the location bar.
The History list dialog box is displayed.
3. Select an address in the list and press Enter.
The Mobile Internet page you selected is displayed.

Alternatively you can use the location box to open Mobile Internet pages.

To open a Mobile Internet page using the location box:

1. Tap the Location list button  just to the right of the location box in the location bar.
2. Tap the address of the page you want to go to.
The chosen Mobile Internet page opens.

Note! *There is a difference between the location list and the history list. The location list only contains addresses that you have typed in. The history list contains addresses that you have visited. The addresses are shown in chronological order.*

A quick way of accessing a Mobile Internet page that you have visited, is to bookmark it. A bookmark is a “place holder” you assign to a page. By doing this, you can quickly find your way to that page from anywhere, without having to type its web address.

To bookmark a Mobile Internet page:

1. Go to the page you want to bookmark.
2. With the page you want to bookmark displayed, tap **Add to Bookmk** on the toolbar.
The Add current to bookmarks box is displayed.
3. Enter a name for the bookmark in the Name box, or keep the default name, i.e. the current address.
4. Tap your way to the folder where you want to store the bookmark. Tap **OK**.

Tip! *You can also create a new folder by tapping **New folder**.*

The bookmark is now stored and you can easily open the bookmarked page the next time you want to access it.

To open a bookmarked Mobile Internet page:

1. Tap **Bookmarks** on the toolbar.
The Bookmarks dialog box is displayed.
2. Select the bookmark you want and press Enter.
The chosen Mobile Internet page opens.

You can also open a Mobile Internet page on the **Bookmarks** menu.

To open a bookmarked page using the Bookmarks menu:

- On the **Bookmarks** menu, select the bookmark you want.

Tip! *If the bookmark you want is not visible, scroll through the menu.*



Postcard

The Postcard program allows you to:

- Create and edit electronic postcards
- Transfer images from a digital camera to the MC 218
- Send electronic postcards from the MC 218 via the Message program

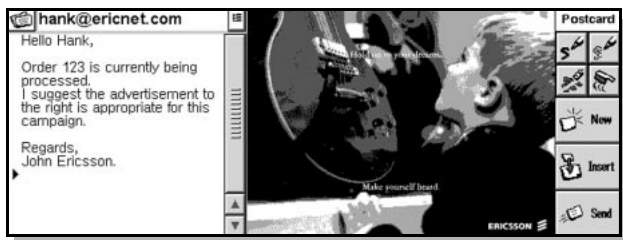
The Postcard and Message (e-mail) programs in combination offer you the perfect solution for sending personalized messages with photo, text and freehand drawings or notes via the MC 218 and your mobile phone to the e-mail program of another computer. The MC 218 online help contains further help on Postcard.

CREATING A NEW POSTCARD

The first time you open the Postcard program, an empty default postcard is displayed. After this the last used postcard is displayed each time you open the program. If you do not want to use the default postcard, you may create a new postcard file.

To create a new postcard:

1. Tap the Extras icon and then tap the Postcard icon.
2. Tap the **New** button on the toolbar. The Create new postcard dialog is displayed.



3. Enter a name for the postcard file in the Name box and specify where you want to save it in the Folder box, either by typing a path or by tapping **Browse** and browse to the appropriate folder.
4. Tap **OK**.

You can now tap **Insert** on the toolbar to start inserting a photo from the digital camera. See the section below for information on how to finish your postcard.

INSERTING A PHOTO FROM A DIGITAL CAMERA

You can insert a picture into your postcard by transferring it from a digital camera.

To insert a photo from a camera:

Note! *Postcard only supports infrared transfer from IrTran-P compatible cameras.*

1. With a postcard opened, tap **Insert** on the toolbar on your MC 218 and select **From camera**.
When infrared communication is initialised, a dialog box with a progress bar appears.
2. Select the photo you wish to transfer in the camera.
3. Press **Send/Transfer** (depending on camera type) on the camera and place the camera so that the two infrared ports are facing each other.
When the photo has been transferred, it is inserted into the postcard.

Note! *If any errors occur when initializing or transferring, there will be no progress for some time. Tap **Cancel** and try again.*

Note! *If there is not enough memory to convert the image to Postcard format, an error message will be displayed.*

You can choose to store the image either in Postcard format or in its original size. In Postcard format, the image is resized to save memory and this enables quick transfer when a postcard is sent as e-mail. The original image format requires more memory and takes longer to send. However it is viewable in its original size when receiving e-mail on a desktop computer. Saving an image in its original size requires up to 400 kB of storage memory (based on a resolution of 1280 x 1024 pixels).

To toggle between image formats:

- On the **Tools** menu, enable or disable **Original image size** before you transfer the image to your MC 218.

Note! *It is not possible to draw on an image in MC 218 when it is in its original size format.*

INSERTING AN IMAGE FROM A FILE

You can insert a JPEG image stored on your internal MC 218 disk to your postcard.

To insert an image stored on the disk drive:

1. With a postcard opened, tap **Insert** on the toolbar and select **From file**.
2. In the Insert image dialog box, enter name and location of the image file you want to insert and tap **OK**. You can also browse to the file location.
The image is inserted into the postcard.

If your camera has a CompactFlash card, you can insert the card into the MC 218 and then copy an image from the CompactFlash card to your postcard, provided the image is in JPEG format. In this case you can use images from cameras that are not IrTran-P compatible.

To insert an image from a CompactFlash card:

Note! *Make sure your MC 218 is switched off when you insert the flash card.*

1. Insert the CompactFlash card into drive D on the right-hand side of your MC 218.
2. Switch on the MC 218 and start the Postcard program.
3. Open the Postcard file where you want to insert the image.
4. Tap **Insert** on the toolbar on your MC 218 and select **From file**. The Insert image dialog box is displayed.
5. Select D in the Disk box and select the image file you want to insert into your postcard.
6. Tap **OK** to insert the image.

INSERTING TEXT FROM A FILE

You can insert text from a text file into the text area of your postcard.

To insert text from a file:

1. With your postcard open, select **Text from file** on the **Insert** menu.
2. In the **Open** file dialog, enter name and location of the file you want to insert text from.
3. Tap **OK**.

All text from the selected file is inserted into the text area of your postcard.

Note! *Any formatting or images contained in the inserted text will disappear. To use text from a file (e.g. Word) on your PC, you have to save it as plain text before inserting it into Postcard.*

SAVING A POSTCARD

When saving you can choose to save the whole postcard. Additionally, you can save an inserted photo or image with any added freehand drawings as a separate JPEG file. You can also save the text entered in the text area of the postcard as a separate file. This could be useful if you want to re-use the same image or text in more than one postcard. Saving a photo in its original size requires up to 400 kB (at a resolution of 1280 x 1024 pixels). The required memory size may also vary depending on what camera you use.

To save the complete postcard:

- With the postcard open, select **More ► Save Postcard** on the **File** menu. The postcard file is saved according to the file preferences you chose when the file was created. See the “Creating a new postcard” section.

Note! *A postcard is automatically saved when the postcard is closed, when a new postcard is created, or when you open another postcard.*



Tip! You can also save a copy of an existing postcard under a new name using the **More ▶ Save Postcard as** command on the **File** menu.

To save the image of a postcard:

1. With the postcard open, on the **File** menu, select **More ▶ Save image as**.
2. In the **Save image as** dialog box, enter a name for the image file and a location to save it to.
3. Tap **OK**.
A copy of the image/photo in the postcard is now saved as a separate file.

Note! *The image quality worsens by each time you re-save an image.*





To save the text of a postcard:

1. With the postcard open, on the **File** menu, select **More ▶ Save text as**.
2. In the **Save text as** dialog box, enter a name for the text file and a location to save it to.
3. Tap **OK**.
A copy of the text in the postcard is now saved as a separate file.

Note! *The text is saved as plain text, and any formatting disappears.*

DRAWING ON AN IMAGE OR A PHOTO

With the MC 218 pen, you can make freehand drawings on an image or a photo in your postcard. On the toolbar of the Postcard main window, there are four buttons that you can use to draw, erase or clear the image of all drawings.


- Tap **Draw Black**  to draw in black on an image.
- Tap **Draw White**  to draw in white on an image.
- Tap **Erase**  to manually erase parts or all of a drawing.
- Tap **Clear**  to automatically clear all drawings from an image.

Note! *You cannot draw on an image saved in its original size (**Original image size** on the **Tools** menu).*

ENTERING AN ADDRESS

Before you send your postcard, you have to insert an address. You can choose addresses from your **Contacts** database or manually type the e-mail address in the address box. The Postcard program utilizes the e-mail part of the Message program, and postcards are sent as ordinary e-mails.

To enter an address:

1. Tap **To**  on the top left-hand side of the postcard.
2. Select the address you want to send the postcard to in the displayed contacts list and tap **OK**.

Tip! *Here you can also search for addresses and names by tapping the **Find** button.*

3. To enter more addresses, repeat steps 1 and 2 above. Use a semicolon to separate addresses.





Tip! *Alternatively you can type in the addresses in the address box.*

SENDING A POSTCARD

When you have inserted a photo, or drawn a sketch, and added the text you want to include in your postcard, you are ready to send it.

To send a postcard:

1. With the postcard open, tap **Send** on the toolbar.
The postcard file is placed in the Outbox of the Message program.
2. Open the Message program and send the postcard as you would with any e-mail message.

Please refer to the “Creating, Sending & Receiving E-mail” section of the “Message” chapter of this manual for more information on e-mail.

RECEIVING A POSTCARD

You receive a postcard in the Message program on your MC 218 as an e-mail message with an attachment.

To receive a postcard:

1. Open the postcard e-mail message as you would with any e-mail message.
2. The message has two attachments. Open the HTML attachment by tapping its symbol.

You can now view the postcard in the Internet browser.

Please refer to the “Receiving messages with attachments” of the “Message” chapter for more information on attachments.



Calc

Calc is the calculator program. It is split into two views: Desk and Scientific. The two calculators are distinct, so you can carry out two calculations at the same time without them affecting each other.

- The Desk view is a desktop calculator which produces a “till roll” output. Use this calculator for general arithmetical calculations, and those involving percentages.
- The Scientific view is a scientific calculator with 26 memories. Use this for more advanced calculations, including those that involve trigonometry or logarithms.

When you first use Calc, it displays the Desk calculator. Use the **Desk** and **Sci** buttons to move between the views, or select the view you want on the **View** menu.

Note! *You may find the display suits your style of working better when it is flipped’, i.e. when the left and right sides of the screen are swapped over. Just tap **Flip layout**, or use the command on the **View** menu.*

GENERAL CALCULATIONS

You can perform calculations.

To perform a calculation in the Desk calculator:

1. Enter your calculation using the number and operator buttons (+, -, × and ÷) on screen or the keyboard. There is no operator precedence in the Desk view: all calculations are performed as you type them in. So, $10+5\times 3=45$, not 25.
2. Tap = or press Enter to get the result.
 - Use +/- or the m key to change the sign of a number.
 - In the toolbar, tap the **Shortcuts** button to display a list of shortcut keypresses.
 - To clear the calculation line without ending the current calculation, press **C**.
 - To clear the calculation line and end the current calculation, tap **AC** or press Esc.

The till roll keeps a record of your calculations so that you can refer back to work you did earlier. The till roll scrollbar will appear when the calculations cover more than one page. To move around the till roll, use the scrollbar or the arrow keys. Use the command on the **Tools** menu to clear the till roll.

Using the memory

You can use the memory to store a value that you want to re-use, or to act as a ‘running total’. The **Memory** commands are on the **Tools** menu.

To store a number in the memory:

- Tap **Min** or select **Save in** while the number you want to store is in the calculation line. An 'M' will appear in the calculator display while there is a value stored in the memory.

To retrieve a number:

- Tap **MR** or select **Recall**.

To add the current number to the number in the memory:

- Tap **M+** or select **Add to**.

To subtract the current number from the number in the memory:

- Tap **M-** or select **Subtract from**.

To clear the memory:

- Tap **Min** while 0 is displayed in the calculation line, or select **Clear**.

Percentage calculations

Use % on the Desk calculator to perform percentage calculations.

To calculate 40% of 60:

- Enter 60×40 , then tap %.

To increase 60 by 40%:

- Enter $60 + 40$, then tap %.

To decrease 60 by 40%:

- Enter $60 - 40$, then tap %.

To calculate what % 60 is of 200:

- Enter $60 \div 200$, then tap %.

To find the number that 60 is 40% of:

- Enter $60 \div 40$, then tap %.

You can use a combination of the memory and the % facility for, say, tax calculations. If you have the rate of taxation stored in the memory, you can quickly add or deduct the tax from any number:

To add the tax to a number:

- Enter the number and tap +. Tap **MR** and then %.

To deduct the tax from a number:

- Repeat the above, using - instead of +.

SCIENTIFIC CALCULATIONS

You can perform scientific calculations.

To perform a calculation in the Scientific view:

1. Use the number, operator and function buttons to enter your calculation. Enter scientific functions in the order you would write them down. For example, tap **log** BEFORE entering the number you want to find the log of, but tap **x²** AFTER entering the number you want to square.
2. Tap = or press Enter to get the result.

To display a list of shortcut keypresses:

- In the toolbar, tap the **Shortcuts** button.

To clear the calculator display:

- Tap **AC** or press Esc.

To remove the item immediately to the left of the cursor:

- Press Del.

You can position the cursor anywhere on the calculation line using the pen or the arrow keys.

Operator precedence

Operator precedence in the Scientific view is as follows (highest first):

- Information in brackets.
- Functions which follow the value to which they refer, e.g. $x!$
- Powers.
- Implicit multiplication before a memory value, i.e. 30A.
- Prefix functions which precede the value they refer to, e.g. \sin .
- Implicit multiplication before prefix function, such as $5\sin 30$, or before an open bracket, as in $4(4+5)$.
- Multiplication and division equal, calculated left to right.
- Addition and subtraction equal, calculated left to right (lowest).

See the MC 218 help for more about entering expressions and operator precedence in the Scientific calculator.

Re-using answers and calculations

In the Scientific view you can re-use the answer from your last calculation.

To insert the last answer at any point in a calculation:

- Tap the **Ans** button at the appropriate point. The calculator will insert 'Ans' in the calculation line, representing the last result.

To start a new expression with the last answer:

- Just enter the rest of the expression as though the answer was already written at the start. The calculator will prefix the expression with 'Ans'.

You can also re-use and edit calculations you have performed earlier. This can save time if you want to perform a new calculation which differs only slightly from a previous one.

To re-use a previous expression:

- Use the up and down keys, or **Edit previous** and **Edit next** on the **Edit** menu, to display the last 10 calculations one by one on the calculation line. When you find the expression you want to re-use, change it if required and proceed as normal.

Note! *The value of Ans used in a calculation will always be the value of the last calculation. If you re-use a calculation based on a value of Ans, the result will be calculated using the current value of Ans rather than the value at the time of the original calculation.*



Using the memories

The Scientific calculator has 26 memories, labelled A through to Z. You can assign a value to each of these memories, and then incorporate the names into expressions.

To assign a value to a memory:

1. Enter the number to be stored. If the calculation line is displaying an unsolved expression, the stored value will be the **RESULT** of the expression.
2. Tap **→**, or select **Assign to Memories** on the **Tools** menu.
3. Type the memory name. As memory names must be entered as a capital letter, you will probably need to hold down the letter key for the memory name.

Note! *You can also assign a value to a memory by tapping the **Mem** button, highlighting the memory to use and then tapping the **Assign to** button in the dialog.*

To display the contents of the memories:

- Tap the **Mem** button, or select **Show all on Memories** on the **Tools** menu.

To use a stored number in a calculation:

- Type the capital letter corresponding to the memory at the appropriate point in the calculation. Alternatively, tap the **Mem** button to display the list of memories, highlight the memory you want and tap **Select**.

Note! *You can assign values to the memories in any order you like, so use the names as a reminder of the information they contain. For example, use the **T** memory for a rate of taxation, **Y** for the rate of exchange into yen and so on.*

Powers, roots & reciprocals

You can calculate squares, cubes and powers using the buttons in the Scientific view.

To calculate the square of a number:

- Enter the number, tap **x²**, then press **=**.

To calculate the cube of a number:

- Enter the number, tap **x³**, then press **=**.

To calculate a number to a given power:

- Enter the number you want to raise to a given power. Tap **x^y** and enter the power. Press **=**.

To calculate the square root of a number:

- Tap **√**, enter the number, then press **=**.

To calculate the cube root of a number:

- Tap **3√**, enter the number, then press **=**.

To find the x root of a number:

- Enter the number of the root you want to find, e.g. 4 for the fourth root. Tap $x\sqrt{\quad}$, and enter the number you want to find the x root of. Press =.

To calculate the reciprocal ($1/x$) of a number:

- Enter the number then tap x^{-1} and tap =.

Trigonometric functions

You can use trigonometric functions.

To calculate the sine, cosine or tangent of a number:

- Tap **sin**, **cos** or **tan**. Enter the number and press =.

To calculate the inverse sine, cosine or tangent of a number:

- Tap **inv** once, then tap **sin**, **cos** or **tan**. Enter the number and press =.

To calculate the hyperbolic sine, cosine or tangent of a number:

- Tap **hyp** once, then tap **sin**, **cos** or **tan**. Enter the number and press =.

To calculate the inverse hyperbolic sine, cosine or tangent of a number:

- Tap **hyp** and **inv** once each to depress them, then tap **sin**, **cos** or **tan**. Enter the number and press =.

Angle formats

The scientific calculator can express angles in degrees, radians and gradients (360 degrees = 2π radians = 400 gradients). The angle units you use will affect the outcome of trigonometric calculations.

To change the angle format:

- On the **Tools** menu, select **Formats**. Select the format you require.

You can also change the angle format by tapping on the abbreviation in the calculation line (e.g. DEG). If the result of a trigonometric calculation is being displayed when you do this, the result will automatically be re-evaluated.

Factorials

The **x!** button in the Scientific view calculates the factorial of a number. A factorial is the result of multiplying all the numbers from a given starting number down to one. So, the factorial of 4 (written as 4!) is $4 \times 3 \times 2 \times 1 = 24$.

Note! *You can use factorials to find the number of ways things can be arranged. For example, if you want to find possible anagrams of a word with four letters, 4! shows that there are 24 ways these letters can be arranged.*

To find the factorial of a number:

- Enter the number of which you want to find the factorial. Tap **x!** and tap =.

Logarithms

You can use the Scientific calculator to calculate logs and natural logs.

To calculate the log (base 10) of a number:

- Tap **log**, then enter the number. Press =.



To calculate the natural log (base e) of a number:

- Tap **ln**, then enter the number. Press =.

To calculate e to a given power:

- Tap **ex**, then enter the value you want to find e to the power of. Press =.

DISPLAYING NUMBERS

The Scientific calculator can display numbers in the following formats:

- Normal: this is adequate for most calculations. Numbers are displayed in standard notation to 12 significant figures, with decimal places and an exponent as required.
- Fixed: this format always displays results with a specified number of decimal places, e.g. for currency calculations.
- Scientific: you may find this useful for dealing with very large or very small numbers. Numbers are displayed as a single digit to the left of the decimal point, a specified number of significant figures, and then an exponent.

To change the number format:

- On the **Tools** menu, select the command. If you choose Fixed or Scientific, you can set the number of decimal places or significant figures to be displayed.

Exponent notation

You can express very large and very small numbers more succinctly using positive and negative exponents. For example, 57 200 000 can be expressed as 5.72E7.

To express a number as an exponent:

1. Enter the first part of the number, normally as a decimal fraction.
2. Tap **exp**. An 'E' will appear on the calculation line. To express a very small number, tap +/- to insert a minus sign before the second number.
3. Enter the number of decimal places that the first number needs to be moved to the left.



Jotter

Use the Jotter program to jot down notes and information quickly, for example when you are on the phone or in a presentation. You can keep each item of information as a separate entry, and search for text to find entries easily.

You may want to use a Jotter file as a quick and easy storage location for pieces of information, and then copy text to a more appropriate file or location later. Alternatively, you could have a number of Jotter files for different subjects or types of notes and keep the information for reference.

ADDING A NOTE

- When you first start Jotter, you can start typing a note straight away. You can type as much text as you like or use **Paste** on the **Edit** menu to insert text from other programs.
- If your MC218 is connected to your PC, you can use CopyAnywhere in Ericsson EPOC Connect to copy text on your PC and paste it straight into a Jotter entry. You can find out more about CopyAnywhere by looking at the Ericsson EPOC Connect on-line help.
- To insert special characters or symbols in the text use **Special character** on the **Insert** menu and select the character from the list.

If you want to use another program or switch off your MC218 after typing an entry, it is a good idea to save the entry to disk first by pressing the **New entry** button on the toolbar.

Use the **View** button on the toolbar to change between the Jotter views. Edit view displays one entry using the full width of the screen, List view displays a list of text from each entry, and Split view shows the list and the text of the current entry. You can insert entries from any view.

Preparation for typing a new entry

When you open a Jotter file that already contains entries, Jotter displays the information in the same view you were using the last time you looked at the file. If you want to add an entry, you have to use **New entry**. To save time when you switch on the machine or move to Jotter to type a note, you can set up Jotter so that it automatically creates a blank entry.

To do this, select **Entry preferences** on the **Tools** menu. You can choose between a new entry every time you use Jotter, or only when you switch on the machine using Jotter program icon.

FORMATTING THE TEXT

You can format the text entered in Jotter.

To insert a bullet:

- Move the cursor to the paragraph and select **Bullet** on the **Text** menu. To remove a bullet from a paragraph, move the cursor to the paragraph and select the command again to remove the tick.

To format text:

- Highlight the text you wish to format and the commands on the **Text** menu to change the font, size of the text, underline the text or make it bold or italic.

INSERTING OTHER INFORMATION

You can also insert other information.

To insert the date:

- On the **Insert** menu, select **Date**. Note that Jotter automatically displays the date that you created or changed the entry. See “Customizing Jotter” for more details.

To insert a sketch:

1. On the **Insert** menu, select **Sketch**, or tap the **Insert Sketch** button on the toolbar.
2. Draw the sketch, then tap the **Done** button to return to Jotter and insert the sketch.

To insert other objects, i.e. a graph, table, other text or a sound, select **Other object** on the **Insert** menu and then select the program you want to use.

Create the information you want to insert then use **Done** when you've finished.

- You can include Sheet information as a graph or table, so display the information in the view you want before tapping **Done**.
- To change the appearance of a Sheet or Sketch object, select **Format Object** on **Object** on the **Edit** menu. You can change the size, crop the edges or just display the object as an icon. Note that Jotter can only display inserted sounds and Word objects as icons so you cannot change any format settings.
- If you wish to make changes to a sketch, graph or other object in a Jotter entry, highlight the object and press Enter. Change the object as required, then tap **Done** to return to Jotter and update the object.

FINDING A NOTE

When you need to find an entry, you can look through all the entries or just type in a word or phrase to move straight to the right entry.

If you need to find a particular entry you can browse to the entry in the List or Split view, or search for text in the entry.

To display text from the entries in a list:

- Tap the **View** button on the toolbar and select **List** or **Split**. The List view may be useful if you can identify the entry from the first few words. The Split view shows the text of the current entry as well as the

list. To move between entries, use the scrollbars for the list or tap on the required entry. You can also select **Next entry** or **Previous entry** on the **View** menu.

To search for an entry:

- On the **Edit** menu or toolbar, select **Find** and type the text you want to find. Press Enter to search all the entries and display the first entry that includes the text. Use **Next** and **Prev** to move between the entries in the search results. Tap Done to end the search and display all the entries again.

DELETING ENTRIES

If you do not want to keep a Jotter entry, select **Delete entry** on the **Edit** menu to delete it. You can undo this and restore the last entry you deleted using the command on the **Edit** menu.

CUSTOMIZING JOTTER

You can change some aspects of how Jotter looks and works using the commands on the **Tools** menu.

- Jotter displays a date for each entry so that you know when you created or updated the entry. To select which date you wish to display, select **View preferences** in the Split view.
- You can display the list of entries in the Split view on the left or right, or change the proportion of the screen taken up by the entry and title list. To change these settings, move to the Split view and select **View preferences**.
- You can change the amount of information included in the list of entries in the List and Split view using **Entry preferences**. You can display as much of the text as will fit (with a comma marking different paragraphs) or just the first line of the entry. You may want to do this if you want to use the first line of the entry as a title.

Sorting entries

Jotter lists entries in the order in which you add them.

To sort them into alphabetical or date order:

1. On the **Tools** menu, select **Sort**.
2. Specify how you wish to sort the entries, e.g. alphabetically or in the order you add or change them.
3. Specify whether to sort the entries in ascending or descending order. For date ordering, ascending order means that Jotter lists the most recently added or updated entries first.

JOTTER FILES

Use **Create new file** on the **File** menu if you wish to start a new Jotter file.

If you wish to combine two Jotter files, you can merge the two files. To do this, open the first file in Jotter. Select **Merge in** on **More** on the **File** menu and then select the name of the file you want to merge.

PRINTING JOTTER ENTRIES

You can print the current entry or all the entries in the current view using **Printing** on the **File** menu.

To check the printer model:

- Select **Print setup**. If the printer model listed is not the printer that you're using, use the **Printer** button to select the correct printer.

To set up the page for printing:

- Select **Page setup**.

To see how the information will look:

- Select **Print preview**.

To print:

- Select **Print**, select whether to print just the current entry or all the entries in the current view and tap **OK**.



Spell

You can use the Spell program to check the spelling of words, search for anagrams, find missing letters to help solve crossword clues and search for synonyms using the thesaurus.

You can also use **Paste** in Spell to insert words 'copied' in other programs into the box, and 'copy' the corrected word back into the other program. Refer to the 'Word' chapter for more information on checking the spelling of text in the Word program.


SPELL-CHECKING AND CORRECTION

You can check the spelling.

To check the spelling of a word:

- Type a word in the box and tap the **Spell** button, or select **Spell check** on the **Tools** menu.

If Spell finds the word you entered in its dictionary, it displays a message to tell you that the word is correct. If the word is not in the Spell dictionary, Spell searches for possible alternatives and lists them as they are found.

You can clear the display to remove the suggested solutions using the command on the **View** menu. You can also use the  button to display the 'history list' which contains the words you have used in this Spell session.

USING THE THESAURUS

You can use the thesaurus to search for synonyms, i.e. words which have the same or a similar meaning to a word you enter.

To use the thesaurus:

- Type the word in the box and tap the **Thes** button, or select **Thesaurus** on the **Tools** menu.

If there are suitable words, Spell lists them as they are found. Spell divides the synonyms into categories, each category relating to a different meaning of the entered word, with the main suggestions in bold. The words are separated into groups, e.g. adjectives, nouns, verbs etc.

You can select any word from the list of suggestions to look up again. To do this, either tap on a word to highlight it, and then tap again to select it, or use the arrow keys to highlight the word and press Enter. You can also select a word from the list, then use one of the toolbar buttons straight away.

SOLVING ANAGRAMS

You can use Spell to search for anagrams of words or letters. An anagram is a

word which has some or all of the letters as another word, arranged in a different order. For example, anagram suggestions for 'angle' could include 'glean', 'angel', 'lane' and 'age'.

To search for possible anagrams of a word:

- Type the word in the box, tap the **Anag** button, or select the command on the **Tools** menu.

Spell lists possible anagrams as they are found. Spell lists the words in order of size, starting with the longest words it can find. If Spell doesn't find any anagrams, it displays a message to tell you that no solutions were found.

FINDING MISSING LETTERS - XWORD

You can find words without knowing all letters.

To find missing letters to help solve crossword clues:

1. Type a word in the Word text box, entering '*' or '?' in place of the unknown letter(s). Enter '*' to search for several replacement letters, or '?' to search for one replacement letter.

For example, if you enter 'For*ed' suggestions include 'Forced', 'Foresighted', and 'Foraged', alternatively if you enter 'For?ed' the suggestions include 'Formed', 'Forked' and 'Forced'. You can enter '*' or '?' more than once when looking for missing letters, for example if you entered 'F?r?ed' the suggestions would include 'Forced' and 'Farmed'.

2. Tap the **Xword** button, or select **Crossword** on the **Tools** menu.

ADDING WORDS TO SPELL

Spell has two dictionaries it uses when checking the spelling of words:

- The Spell dictionary, which contains the built-in words. The Spell dictionary is always used when checking a word.
- The Personal dictionary, which you can use to add other words that you want to keep in Spell, e.g. if you use a specialised vocabulary for your work.

You can use the Personal dictionary in addition to the Spell dictionary. You can view the contents of the Personal dictionary, and delete words if they are no longer required, or if you added them by mistake.

To use the personal dictionary as well as the Spell dictionary:

- On the **File** menu, select the command. This setting is saved when you close Spell, and also applies when spell checking words in other programs, e.g. when spell checking a Word document.

To add a word to the Personal dictionary:

- Type the word in the box then select **Add to** on **Personal dictionary** on the **File** menu.

To view the contents of the Personal dictionary:

- On **Personal dictionary** on the **File** menu, select **Show contents**. This makes it easier for you to remove unwanted words, especially if you can't remember all the words you have added to the Personal dictionary.

To delete a word from the Personal dictionary:

- Show the contents of the Personal dictionary (as described above), highlight the word you want to delete and select the command from **Personal dictionary** on the **File** menu.



Time

You can use the Time program to set, display and manage alarms, and to display a map of the world that gives you information on cities, times and dialling codes.

The Time program has two views: the Map view and Alarms view. To switch views, tap the **Map** or **Alarms** button on the toolbar, or use the commands on the **View** menu.

USING ALARMS

You can use the Alarms view to set alarms that will ring even when your MC218 is switched off, e.g. a 'repeating' wake-up alarm that will ring each day you work, and 'once only' alarms to remind you of appointments.

The Alarms view allows you to set up to 8 alarms, each up to 7 days ahead, and control their sounds.

Setting an alarm

To set a new alarm, move to a blank line and then tap on it or press Enter (or just start typing the alarm text or the time you wish the alarm to ring).

Alternatively, select **New alarm** on the **Edit** menu or toolbar.

1. Set the time at which you wish the alarm to ring, and select one of the following alarm types:
 - Next 24 hours, if the alarm is to ring once at the specified time during the next 24 hours, or Once only, followed by a day, if you wish the alarm to ring once at the specified time more than 24 hours from now.
 - Daily, if you wish the alarm to ring every day of the week at the specified time, or Weekly, on a particular day, if you wish the alarm to ring at the specified time on that day every week.
 - Workdays, if you wish the alarm to ring at the specified time on each day you work. If your workdays are not Monday to Friday, select **Workdays** on the **Tools** menu.
2. Type the text you wish to be displayed when the alarm rings. This text will remain on screen until you respond to the alarm, so do not enter anything you do not wish others to see.
3. Select the required alarm sound, or Silent if you wish the alarm to ring 'silently' (you'll still see the alarm text on screen). To hear the selected sound now, press the **Test sound** button.

Note! *A selection of alarm sounds is supplied with the MC218, but you can also select any sound that you have created as an alarm sound yourself. See the 'Record' chapter for more details.*

Responding to an alarm

When the time and date correspond to an alarm that has been set in Time or



Calendar, the alarm rings and the alarm text is displayed on screen. The voice note LED will flash to indicate that an alarm is ringing.

To clear the alarm:

- Press the **Clear** button or press Esc. If it is a once only alarm, it is removed. If it is a repeating alarm, it is automatically set to the next time it is due to ring.

To silence the alarm but leave the text displayed:

- Press the **Silence** button or press Enter. If the MC218 is closed when an alarm rings, you can silence it by pressing any of the voice note buttons on the outer casing.

To 'snooze' the alarm (i.e. to stop it from ringing) for 5 minutes

- Press the **Snooze** button or press the Spacebar - each further press adds 5 minutes to the 'snooze' time, up to a maximum of one hour. You can carry on using the MC218 while the alarm is 'snoozed'.

The alarm will snooze automatically for 5 minutes if you press one of the external voice note buttons, or a Program icon to move to another program, while an alarm is ringing. You don't have to press the **Snooze** button. After this time, the alarm will ring again.

Note! *If you are recording a voice note or other sound when an alarm is due to ring, the alarm will be delayed until you have finished the recording.*

Changing & deleting alarms

If you wish to change any aspect of an alarm you have set, e.g. the time or the alarm text, move to the relevant line and press Enter or select **Change alarm details** on the **Edit** menu.

To remove an alarm, move to the relevant line, and press Del or select the command on the **Edit** menu. You can also delete any alarms that were set using the Time program from the View next alarms list (on the **Edit** menu, select **View next alarms**). To delete one, highlight it and press the **Delete** button or key.

Note! *When you delete a 'repeating' alarm, it is deleted for all days on which it is due to repeat.*

Silencing alarms

You can to silence alarms for a particular period, e.g. the duration of a meeting or journey.

To silence alarms for a particular period:

1. Select **Sound** on the toolbar or **Tools** menu.
2. Set the alarm sound to Silent for and specify the duration you wish alarms should be silenced. If you wish to silence alarm sounds indefinitely, set the alarm sound to off.

Note! *When a 'silenced' alarm rings, the alarm text still appears on screen, and you need to respond to it as you would for an audible alarm.*

- If you wish to stop an alarm from ringing without deleting it completely, e.g. if you wish to suspend your wake-up alarm while you are on holiday, move to the relevant line and select **Disable alarm** on the **Edit** menu. The alarm has a line drawn through it to show that it is no longer active.
- To make the alarm active again, move back to the relevant line and deselect **Disable alarm**.

Viewing alarms

The countdown to the next alarm, whether set in Time or Calendar, is given at the bottom of the screen. Use **View next alarms** on the **Edit** menu to view the alarms that are to ring in the future, and **View past alarms** to list the last 8 alarms to have been cleared (e.g. if you cancel an alarm, but need to be reminded of the alarm text).

USING THE MAP

You can use the Map view to display information for cities around the world. Set the city in which you are currently located as your 'Home' city, and then select other cities to find their time differences, dialling codes and distances from your Home city.

Note! *In order for world information to be accurate, make sure you have defined your Home city, and the current time and date. Refer to the "Getting Started" chapter.*

Selecting a country or city

To select a particular country or city, move to the country or city line at the bottom of the screen, and then:

- Start typing the name of the required country or city. Continue typing until the correct city and country combination is displayed, or use the right and left arrow keys to scroll through the available countries and cities in alphabetical order until you come to the one you require.
- If you scroll through the countries, only the capital cities are listed. If you wish to view only the cities in one particular country, select the country, and then select **Cities in current country** on the **View** menu. To go back to displaying cities for all countries, reselect the command.

When you select a city, the cross hairs on the map move to the selected city, and information about the city appears at the bottom of the screen.

- The time difference between the Home city and selected city is displayed. This includes the difference in 'GMT (Greenwich Mean Time) offsets' (the time zone difference) and includes a correction for summer time if necessary. For information about summer times, refer to 'Setting summer time' later.
- The code next to the telephone symbol at the bottom of the screen shows the digits needed to dial the selected city from the Home city.

Adding a town or city

If a place you require is not included in the Map view, you can add it.

To add a place:

1. On the **Edit** menu, select **Add city**.
2. Type the name of the city, its country, the latitude and longitude if known (this allows accurate distances and sunrise and sunset times to be calculated), the telephone area code, the GMT offset, and 'Summer time zone' (see 'Setting summer time' later in the chapter).
3. Position the intersection of the cross hairs on the town or city location, using the pen or the arrow keys.

You can select the command on the **Edit** menu to subsequently change any of the city details.

Note! *You can only delete a non-capital city that you have added to the map yourself. To do this, select it at the bottom of the screen and then select the appropriate command on the **Edit** menu.*

Adding a country

If a country you deal with is not included in the Map view, you can add it

To add a country:

1. On the **Edit** menu, select **Add country**.
2. Type the country's name, its national dialling code, its national dialling prefix (i.e. the digit(s) that needs to be dialled immediately prior to each city area code when telephoning from one city to another within the country) and its international dialling prefix.
3. Each country must have a capital city, and a dialog is automatically displayed for you to create one. Complete it as in the previous section.
4. Position the cross hairs on the capital city's location, using the pen or arrow keys.

You can select the commands on the **Edit** menu to change any of the country or capital city details.

Note! *You can only delete a country that you have added to the map yourself. To do this, select it at the bottom of the screen and then select the appropriate command on the **Edit** menu.*

CUSTOMIZING TIME

To change the city clocks from 'analog' to 'digital', or vice-versa, tap the clock that is displayed next to either the Home or selected city. You can also change the toolbar clock by tapping it.

The distance from the Home city to the selected city is given in the currently selected units (Kilometres, Miles or Nautical miles). These units can be changed using the command on the **View** menu.

To customize time settings:

1. On the **Tools** menu, select **Formats**.
2. Now you can change:
 - The clock format, e.g. from 12- to 24-hours.

- The time separator (usually ':' as in '6:19 pm').
- The date format (e.g. 'Day Month Year' or 'Month Day Year').
- The date separator (e.g. '/' as in '01/03/97').

You can also set preferences for a standard alarm time if you tend to set alarms for the same time of day, or for a particular alarm sound to appear when you set a new alarm.

SETTING SUMMER TIME

If you are not interested in making use of world times, and are happy to use the Time & date command to change the time when clocks go forward or back, you can ignore this section.

However, if you travel or wish to be precise about world times, you should set your own time to winter time (in the UK, this is GMT), and modify the summer time setting when the clocks go forward or back.

You can also take into account the summer times used in the different areas of the world. Most of the cities on the world map can be included in one of 3 basic areas, or Summer time zones - Europe, Southern and Northern. The approximate summer times for these zones are:

Europe: End of March to end of October.

Northern: Early April to end of October.

Southern: Late October to end of February.

Each city on the map is associated with one of these zones, or with 'None'. To check what the Summer time zone is for a city, select the city in the Map view, and then select **Change city details** on the **Edit** menu.

If the clocks are due to go forward or back in the cities in a particular Summer time zone, you can set the time.

To set summer time:

1. On the **Tools** menu, select **Summer times**.
2. Tick the time zone if it is changing to summer time; remove the tick if it is changing back to winter time. If your Home city is in that zone, then 'Home' is ticked automatically and the MC218 clock will adjust accordingly.

The clocks, and sunrise and sunset times, for each of the cities associated with the 'Summer time zone' are changed.

Note! *If the Home city has a 'Summer time zone' of 'None' because it is not in one of these 3 zones, but its clocks are due to change, you can change the MC218 clock to 'summer time' by ticking 'Home'.*

When you travel

Whenever you travel, reset your Home city to the town or city to which you have travelled. Then, provided that the city details and 'summer time' setting are correct on the MC218 for the city to which you have travelled, the information in the Map view will automatically be accurate.





Record

You can use the Record program to make sound recordings and create alarm sounds. You can record sounds and play back from any point in the sound.

You can also use the Record program to record 'voice notes' - see "Recording voice notes" later for more details.

RECORDING A SOUND

When you open the Record program you can begin to record right away. Simply place the machine so that the microphone is near the sound source and press the **REC** button or press Enter.

Press the **STOP** button, or press Esc to stop recording.

Note! *The microphone is located at the front right-hand edge of the machine, just in front of the disk drive door.*

To record some more:

- Tap **REC** or press Enter again. New sound is added to the end of the existing recording.

To start a new file:

- On the **File** menu, select the command. Type in the name before you begin recording.

To save your file under a different name:

- On the **File** menu, select **Save as**.

To replace the ending of an existing recording:

- Use the pen to drag the bar to the point where you want to begin recording (or select **Go to time** on the **Play** menu and specify a start point in minutes and seconds), then select **Record & replace** on the **Record** menu.

To erase the whole of the current recording:

- On the **Record** menu, select **Erase all**.

The maximum recording length depends on the amount of disk space available. While recording, a Time remaining indicator shows how much more sound you could record if you wanted to use the available space. Record will not allow you to completely fill the disk, and will always leave 100 kB free so that you can use other programs.

Note! *If an alarm is due to ring while you are recording or playing a sound, you may hear warning 'ticks' and the alarm will be postponed until you finish the current action.*

PLAYING SOUNDS

To play back the entire sound file, tap the **PLAY** button, press the Spacebar, or select the command on the **Play** menu.

Note! *The loudspeaker is located in the spine of the machine, next to the battery compartment and at the opposite end from the infrared window.*

To play back only part of a sound:

- Use the pen to drag the cursor to the point where you want to begin playing (or select **Go to time** on the **Play** menu and enter the start position in minutes and seconds), then press **PLAY**. Playback begins from the selected point. To pause playback, press **PLAY** again.

To adjust the volume:

- Use the pen or the up and down arrow keys to move the volume fader to one of the volume settings, or set it to **Min** to turn off the sound completely.

To play back a sound recording several times in succession:

- On the **Tools** menu, select **Repeat sound** and set the number of occurrences as appropriate.

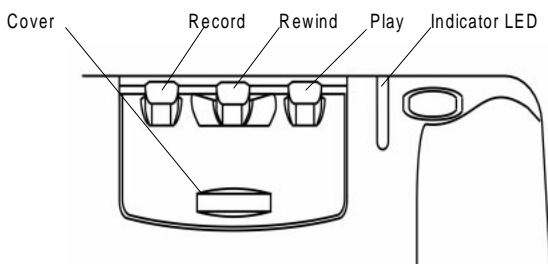
RECORDING VOICE NOTES

You can use the MC 218 as a dictating machine by using the external buttons to record and play back voice notes. A 'voice note' is a sound recording you can create and play back without starting the Record program, switching the MC 218 on, or even opening the MC 218 case.

Voice notes are stored as sound files. You can use the files in the Record program, like other sound files.

Slide back the cover to reveal the voice note buttons. To avoid accidental recordings, replace the cover when you are not using the buttons.

● = Record ■ = Rewind ► = Play



To record a voice note:

- Press and hold down the ● voice note button on the external casing of the MC 218. The red recording indicator LED should come on, and you can begin to dictate your voice note. If the LED does not come on, release it again and press it again until you hear a beep.
 - Release the ● voice note button to stop recording.

To add more recording to your voice note.

- Press the ● voice note button again. New voice note recordings are always added to the end of any existing voice note recording, so it is not possible to accidentally record over your existing voice note.

Note! *If you run out of disk space while recording, the recording indicator LED will begin flashing. You will not be able to record more unless you free some space by exiting another open program or deleting some files.*

Important! *Note that the machine will remain on after recording a voice note, for as long as specified for the auto switch-off command. It is best not to set the auto switch-off time to No if you record voice notes as the MC 218 will remain on until the batteries are exhausted.*

PLAYING BACK A VOICE NOTE

You can play back voice notes.

To play the current voice note:

- Press the ► button when you have finished recording. To replay the current voice note at any time from the start, press the ► button again.

To begin playback from a different position in the voice note file:

- Press the ■ button once to start rewinding in 2-second jumps. Press the ■ voice note button again to stop rewinding. Press the ► button to start playing from the new position in the voice note file.

Note! *To rewind straight to the beginning of the file, press and hold down the ■ button.*

The machine will beep when the playback point is at the beginning of the file.

USING VOICE NOTES IN RECORD

When you press an external voice note button, the Record program opens to record your voice note.

Voice notes are always added to the Voice notes file, which is stored in the folder set as the standard folder in the Desktop screen (this is initially the Documents folder). The Voice notes file can be loaded and used in the Record program just like any other Record file.

See the built-in help for advanced keypresses.



VOICE NOTE FILES

Note! *As new voice notes are always added to the end of the Voice notes file, this file may grow very large. Make sure that you delete the contents of the voice note file if the information is no longer required.*

To delete the contents of the voice note file:

- Open the Voice notes file in the Record program and select **Erase all** on the **Record** menu.
- If you wish to keep an existing voice note recording and record another, rename the Voice notes file to a different filename using **Rename** on the **File** menu in the Desktop screen.

File sizes and compression

Digital sound recordings can be very large. In order to save disk space a compression process is applied to Record files as they are being recorded.

To save even more disk space:

- On the **Tools** menu, use **Compress sound** and select ADPCM (4 minutes per Mbyte) before starting to record the sound. This approximately halves the amount of space required. Search and skip functions may take slightly longer if a file is ADPCM compressed.




Sketch

You can use Sketch to produce pictures, including maps, freehand sketches, invitations etc.

You can start straight away, by drawing freehand with the pen on the screen. However, you may want to change the 'pen' or 'paper' before you begin to draw.

You can select:

- The 'tool' to draw with. Each type of line or shape you can draw has a tool which you can select. When you start Sketch the Freehand drawing tool  is selected.
- The colour of the tool. The default drawing colour is black. To change the shade tap on a colour in the toolbar, or select the **Colour** palette tool on the **Tools** menu.
- The width of the line for the drawing tools and the erase tool. To change the width tap on a width in the tool bar, or select the **Width** palette tool on the **Tools** menu.
- The size of the sketch or the area on which you can draw. When you first start this is set to the same size as the screen. If you want to make it larger, select **Resize sketch** on the **Tools** menu and type in the new size. If the sketch is larger than the screen, you can use the scroll bars to move around the screen.


About pixels

You can specify some settings used in Sketch in 'pixels', e.g. the pen width. Pixels are dots on the page which are combined to make up a picture. For example, when you draw a line on the page Sketch treats it as a number of coloured pixels grouped together to form a line. If you later want to change the line, you have to edit each pixel.



DRAWING SKETCHES

- Tap on a button in the toolbar to select a different drawing tool, or select a drawing tool on the **Tools** menu.
- Change the pen colour and width **before** starting to draw.
- Use the pen to draw, or hold down the Shift key and use the arrow keys.



To draw a straight line:

- Tap , or select the **Line** drawing tool on the **Tools** menu. To draw a vertical line, horizontal line or one at 45 degrees hold down the Ctrl key as you draw.


To draw either hollow or filled circles and ellipses:

- Tap  or , or select the **Oval** or **Filled oval** drawing tools on the **Tools** menu. You can draw a circle by holding down the Ctrl key as you draw.

To draw either hollow or coloured squares and rectangles:

- Tap  or , or select either the **Rectangle** or **Filled rectangle** drawing tools on the **Tools** menu. You can draw a square by holding down the Ctrl key as you draw.

To draw in a similar style to using a can of spray paint:

- Tap , or select the **Spray** drawing tool on the **Tools** menu.

Note! *If you use the keyboard to draw, the drawing will start from the current cursor position. You might find it useful to show the cursor position so you can see where the drawing will start. You can use the commands on the **View** menu to view the cursor position as cross hairs, or as a message showing the number of pixels across (the X co-ordinate) and down (the Y co-ordinate).*

CHANGING A SKETCH

You can change a sketch in two ways:


- by selecting an area and changing the selected area, e.g. moving, rotating, flipping or resizing it.
- by editing the pixels which make up the sketch.

To view the sketch in more detail, select **Zoom in** on the **View** menu. When you zoom in on a picture you can see the pixels comprising the picture and edit them individually.

Selecting & moving objects

You can select and move objects.

To select part of the picture:

- Tap , or select **Select area** on the drawing tools on the **Tools** menu, then use the pen or arrow keys to drag a box over the area.

To select the whole picture:

- Select **Select all** on the **Edit** menu.

To resize an area:

- Select an area, then use the pen to drag one of the 'handles' surrounding the area to a new position to enlarge or reduce the area. Use a handle at a corner to resize both the horizontal and vertical dimensions keeping the same proportions; the handle from the midpoint of a horizontal 'edge' to resize only the vertical dimension, and the handle from the midpoint of a vertical edge to resize only the horizontal dimension.

To resize an area using the keyboard:

- Select the area then hold down the Shift key and use the arrow keys to move the cross hair of the cursor onto one of the handles surrounding the text. When the cursor is positioned directly over the handle, release the

Shift key and use the arrow keys to resize the area. Press Enter to fix the selected area to the sketch.

To move an area:

- Select an area then tap inside the selected area with the pen and drag the area to the new position. You can also move the area using the arrow keys. Tap elsewhere press Enter to fix the selected area to the sketch.

You can turn selected areas over, and turn them round at angles of 90 degrees.

To flip part of a sketch:

- Select the area and then select either **Flip horizontally** or **Flip vertically** on the **Transform** menu.


To rotate part of a sketch:

- Select the area and then select **Rotate** on the **Transform** menu.


Transparency

When you move a selected area you can ‘overlay’ it on top of an existing area of the sketch. You can specify whether the existing sketch shows through by making areas ‘transparent’.

To make a selected area transparent:

- Either press  on the toolbar, or ensure that **Make transparent** on the **Transform** menu is ticked.


To make the selected area opaque (so that any underlying sketch does not show through):

- Either press  on the toolbar or remove the tick on **Make transparent** on the **Transform** menu.

Erasing & undoing

You can delete either all or part of your sketch, or undo up to the previous five actions you performed.

To delete part of your sketch:

- Tap , or select the **Erase** drawing tool on the **Tools** menu. Use the pen or the arrow keys to delete part of the picture, starting from the cursor position.

To change the width of the Erase tool:

- Tap on a width in the toolbar, or select the **Width** palette tool on the **Tools** menu. Change the width as required.

To delete the whole sketch:

- Select **Delete all** on the **Edit** menu.

To remove the last action performed:

- Tap , or select **Undo** on the **Edit** menu.

Changing colours

You can change the colour of an area by selecting a different colour and using the Freehand drawing tool to draw over the existing colour. You can select

Zoom in on the **View** menu to view the picture in more detail, and change the colour of the individual pixels.

On the **Transform** menu, use **Reverse colour** to invert the colour of a selected area. For example, reversing the colour of an area makes any black areas white and vice versa.

Cutting out, cropping & re-sizing

You can cut out part of a picture by selecting the area to remove and selecting **Cut** on the **Edit** menu.

To remove unused space from around the edges of a sketch:

- On the **Tools** menu, select **Crop**.

ADDING TEXT





You can add text to your picture.

To add text to your picture:

1. Tap **|T|**, or select **Insert text** on the **Tools** menu.
2. Type in the text. You can format the text before you insert it using **B**, **I** or **U**, and use the **Set Font** button to set the font type, size, colour and printing position of the text.
3. Press the **Insert** button to add the text to your picture.
4. The text is selected when you insert it into the sketch. You can move or resize it as usual.
5. Tap elsewhere on the screen or press Enter to fix the text onto the sketch.

INSERTING CLIPART

Sketch includes a gallery of 'clipart' pictures which you can insert into a drawing:

1. Tap **|C|**, or select **Clipart** on the **Tools** menu. The clipart palette is displayed.
2. To select a piece of clipart either tap the picture, or use the arrow keys to select a picture and press Enter. You can rotate the clipart, for example, if you draw an arrow  then flip it vertically you get . Rotating  once provides .
3. The clipart is selected when you insert it into the sketch. You can move or resize it as usual.
4. Tap elsewhere on the screen or press Enter to fix the picture onto the sketch.

PRINTING SKETCHES

The Printing commands are on the **File** menu.

- Before printing, it is useful to see what the sketch will look like on the page. To preview your picture use **Print preview**.
- To change the page size, orientation and margins, or add headers and footers to a sketch, use **Page setup**.
- When you are ready to print the picture, select **Print**.

SKETCH FILES

When you use Sketch for the first time, you will see a blank screen. When you run Sketch at other times, the last sketch you created is automatically opened so that you can continue working.

To start a new sketch file:

- Use the command on the **File** menu.

To return to a different sketch file:

- Open the file using the command on the **File** menu.

The current file is saved each time you exit Sketch. You can also use **More** on the **File** menu to:

- save the file at any other time using **Save**, or give it a different name using **Save as**.
- reject all changes made to a file since it was last saved using **Revert to saved**.



Data

You can use Data to store information like a card index system, with a separate entry for each 'card'.

When you first use Data, the 'labels' (e.g. Subject:, Notes:, and so on) are designed so that you can start a 'knowledgebase' of information about any subject straight away. You can use the standard labels to keep track of items of information about different subjects in one file or in different files. For example, you may want to keep a database for notes about software products, another one for interesting web sites, and another for restaurants you want to visit.

You can also create databases for other types of information by changing the labels to match the information you want to enter. See "Customizing the Database" later.

ADDING AN ENTRY

You can add entries in any order. You can sort them into alphabetical order later; see "Sorting Entries" later.

To add an entry:

1. Tap the **New entry** button or select the command on the **Edit** menu.
2. Type the information in the appropriate boxes. If you don't have any information for one of the labels, you can leave the box blank.
 - Tap on a label or use the Tab key to move between the boxes. Use the scroll bar to move to boxes which are not currently displayed.
3. While you're typing, you can use the arrow keys to move the cursor around the text. Press Enter to start a new line of text.
 - Use the **Object** button to insert information from another program, e.g. a sketch. Select the program to use, then use the other program to create the 'object'. Close the other program to return to Data.
4. Use the **Save** button when you've finished typing an entry. This saves the information you've typed, and clears the dialog so that you can type another entry.
5. Use the **Close** button when you have finished adding your entries.

LOOKING AT ENTRIES

Data has two views you can use to look at entries. The Card view shows the information for each entry as a single page. A list of entries is shown in the Card browser next to the page; the currently displayed entry is marked with a bullet. The List view shows entries in a list, one entry per line, like a telephone directory.

- Tap the **Cards** button or the **List** button on the toolbar to move to a view, or select the commands on the **View** menu to switch between the views.
- In the Card view, tap on an entry from the Card browser to display the entry. You can also use the **Next** and **Prev** buttons or left and right arrow keys to move between entries.
- In the List view, use the up and down arrow keys to move through the list. You can use the scroll bars or the left and right arrow keys to see the other columns not currently shown.

SORTING ENTRIES

Entries are listed in the order you add them. To sort them into alphabetical order, select **Sort by label** on the **Tools** menu. You can sort by any label and can also set the number of the labels to sort by, if you wish to sort by more than one label.

For example, in a database where you keep lists of your CDs, you could sort using the 'Artist' label, or the 'Title'. Or, you may wish to sort using both labels, 'Artist', then 'Title'.

Note! See *"Customizing the Database"* for more about setting up a database with different labels.

CUSTOMIZING DATA

You can change the order of the labels in the Card view, and the columns in the List view, and change the way the labels are displayed.

To change the order or display of a label or a column:

1. On the **Tools** menu, select **Label preferences** or **Column preferences**.
2. Tap the label or column, or press the Spacebar to tick the label(s) or column(s) you wish to change, then use:
 - The **Move up** or **Move down** buttons to move them to a new position with respect to the other labels or columns.
 - The **Hide/Show** button to 'hide' the label or column so that its information will not appear in the Card view or List view. You may wish to do this if the information is confidential and you do not wish the information to appear on screen in the Data views. Even if a label or column is hidden, you can still view and edit its information when you add or edit an entry.
 - The **Font** button to change the font size or type, or apply other formatting to the text.

You can also use **View preferences** in the Card view or List view to control how each view looks.

FINDING AN ENTRY

You can find a particular entry, or a number of entries, simply by typing the text or characters that you want to find into the 'Find:' box. You can do this in either view.

- Start typing some text that you know is included in the entry you wish to find. Press Enter to display all the entries which contain the text.

Note! *The information next to every label is searched, so you can find an entry by typing text that is beside a 'hidden' label.*

You may prefer to limit the labels that are searched, to make finding entries quicker:

- On the **Tools** menu, select **Find by label**, and tick the label(s) you want to use for searching. Add or remove a tick by pressing the Spacebar or by tapping the label with the pen.

CHANGING OR DELETING ENTRIES

You may need to change the contents of an entry.

To change the contents of an entry:

1. Select the entry by displaying it in the Card view, or by highlighting the line for the entry in the List view.
2. Tap **Edit entry** or select the command on the **Edit** menu.
3. Change the information as required, and press **Save** to save your changes.

To delete an entry:

1. Select the entry as described above.
2. On the **Edit** menu, select **Delete entry**.

Note! *If you delete an entry by mistake, you can undo the damage by selecting **Undo delete** on the **Edit** menu.*

CUSTOMIZING THE DATABASE

You can use Data to store many different types of information. All you need to do is create a new file then change the labels in the file.

You can change the text in any label, or add or remove labels. If you wish, you can set up a new set of labels so that you can use a Data file for information other than names and addresses.

Note! *It is best to set up the labels you want before you start to type in your entries.*

To change the labels:

1. On the **Tools** menu, select **Change labels**.
2. Select a label and use the **Delete** button to remove it, or use the **Edit** button to change the existing text.

Note! *When you delete a label, the information associated with it will be lost.*

Adding labels

Use **Change labels** and the **Add** button to add labels to a database. You can add labels for different types of information, e.g. text, numbers, dates, Yes/No only, and specify the number of characters which can be typed for a text label.



You can also use the **Options** button to control how the label information is handled by the Data program, e.g. how many characters are used when sorting the entries.

Note! *It is not possible to change the data type for a label or the number of characters length of a text field after the label has been set. It is best to plan the database and label types first.*

PRINTING DATA ENTRIES

You can print all your Data entries, the current card, or choose a set of entries to print by typing a search clue.

- Before you print, refer to the instructions in the “Printing” section of the “Working with the MC 218” chapter to select a printer.

To print Data entries:

1. Display the entries to print by typing a search clue which the entries you want to print will contain. If you want to print all the entries, press Esc to make sure that all the entries are included.
2. Use **Printing** on the **File** menu:
 - Use **Page setup** to control the page size, margins, and add headers and footers. See the “Printing” section of the “Working with the MC 218” chapter for more details.
 - Use **Print setup** to specify how the entries will appear in the printed copy.
 - Use **Print preview** to display pages showing how your printed copy will look.
 - Use **Print** to print your entries.



Comms

This section provides further information about the MC 218's Comms program. Comms provides terminal emulation and file transfer to other computers. You can use it to:

- Connect the MC 218 directly to another computer.
- Connect the MC 218 via a modem to access electronic mail systems and bulletin boards.

Note! *You can also transfer files between the MC 218 and a PC using Ericsson EPOC Connect and the PC docking cable. This allows file conversion between PC and MC 218 formats. If you do not already have Ericsson EPOC Connect, contact your nearest Ericsson distributor.*

ABOUT COMMS

Comms is the MC 218's communications and terminal emulation program. You can use it to connect to remote computers, control modems and use your MC 218 as a remote terminal when connected to a host computer.

The program has two views:

- The Terminal emulation screen, where you connect to and communicate with remote machines. This is the screen you see when you first start Comms.
- The Script editor, where you create scripts to automate parts of communications, e.g. logging on to a remote host.

This User's Manual provides an introduction first to the Terminal emulation screen and its features.

STARTING COMMS

Comms provides terminal emulation and file transfer to other computers.

To start Comms:

1. Make sure that the Remote link on the MC 218 is switched **off**. To do this, select **Remote link** on the **Tools** menu in the Desktop screen and ensure **Off** is displayed in the **Link** line.
2. Tap the Extras bar icon, then tap the Comms program icon.

When Comms starts, you will see the Terminal emulation screen, and an **Online** information message will appear.

Comms communicates with other machines through either the serial or infrared port at the back of the machine. The message in the status bar will read **Online** or **Offline** depending on whether or not a port is active at any given time.

- If no port is currently active, check that the Remote link is off and that the **Port active** command on the **Transfer** menu is ticked.

Note! *To hide the status bar, remove the tick from **Show status bar** on the **View** menu.*

To close Comms:

- Use the **Close** command on the **File** menu.

THE TERMINAL EMULATION SCREEN

The Terminal emulation screen is where you:

- Set up the MC 218 for communication with a remote machine.
- Start and stop connections to remote machines.
- Type characters that are sent via the communications port to the remote machine or modem. The characters you type on the MC 218 and those you receive from remote machines are displayed in the Terminal screen.

Note! *Displaying the characters you type on the MC 218 is called 'local echo'. To switch the local echo off, select **Translate codes** on the **Tools** menu, and remove the tick on the **Local echo** line.*

- Send and receive files.

SETTING UP TO COMMUNICATE WITH REMOTE MACHINES

Before starting a connection, you need to make sure that the communication settings on the MC 218 match those of the device you are connecting to. Use **Communication settings** on the **Tools** menu, or the **Set up** button on the toolbar, to adjust the following communications parameters:

- The comms port used.
- The Baud rate (the speed of data transfer between the two machines).
- The number of data and stop bits.
- Parity.
- The 'Handshaking' options.

Comms port

Set the **Use comms port** line to:

- **Serial port 0:** to connect using the serial port at the back of the machine, e.g. if you are using the PC docking cable with an adaptor to connect to a modem.
- **Infrared:** to start an infrared communications link.

Baud rate

The MC 218 can transfer data at speeds of up to 115200 bits per second. Select an appropriate speed in the **Baud rate** line of the **Communication settings** dialog. Make sure the speed you have set on the MC 218 matches the speed setting on the remote machine, and does not exceed the maximum speed of the modem you are using.

Note! *Modern modems can sense and adjust to the speed at which you are transmitting. With older modems, you may need to specify the exact speed of the connection.*

Data bits, stop bits and parity

The data bits, stop bits and parity settings determine how each character to be transmitted is converted into bits.

- Set the number of data bits to the same as the setting on the remote machine.
- Set the number of stop bits to be the same as the setting on the remote machine. Usually 1 stop bit is sufficient, but with low Baud rates (300 or less), or when communicating with some mechanical devices, you may need to set 2 stop bits. Having 2 stop bits set instead of 1 will never cause an error (though the transfer rate will be slightly slower). However, setting 1 when you should have 2 will cause errors.
- You can choose from none, even and odd parity. Make sure the setting is the same as the one on the remote machine.

Handshaking

Use the tick boxes on the **Handshaking** page of the **Communication settings** dialog to select which of the following are used when communicating:

- XON/XOFF
- RTS/CTS
- DSR/DTR
- DCD

When communicating via a modem, you should normally set XON/XOFF, DSR/DTR and RTS/CTS handshaking, though this may vary according to the remote setup and your modem manufacturer's guidelines.

- Handshaking is sometimes termed flow control.
- For Hardware flow control, tick the RTS/CTS box.

The type of Terminal emulation

Comms can emulate a plain 'teletype' or a VT100 terminal.

- **To use one of these:** select **Terminal emulation** on the **Tools** menu. Choose TTY for a teletype, or VT100 in the **Terminal to emulate** line.

You can adjust the width and height of the screen by setting the number of characters for each in the Terminal emulation dialog. If you set a greater width or height than can be displayed in the current zoom state, you can use the scroll bars to view other areas of the screen.

Note! *To hide the scroll bars, remove the tick from **Show scroll bars** on the **View** menu.*

- Use **Clear screen** on the **Edit** menu to remove all the characters from the display.

Special codes

Different computers may require different codes to be sent when the Enter key is pressed. Comms is initially set to add a 'line feed' character to both

incoming and outgoing 'carriage returns'.

- **To change this:** select **Translate codes** on the **Tools** menu, then use the **Add LF to incoming CR** and **Add LF to outgoing CR** lines.

CONNECTING TO ANOTHER MACHINE

There are three ways you can connect your MC 218 to a remote machine using Comms:

- Direct connection to another machine.
- Connection to another machine via a modem link.
- Connection via infrared.

Direct connection to another machine

To connect the MC 218 directly to another machine, e.g. a PC:

1. Connect the PC docking cable to the serial port at the rear of the MC 218, and to a COM port on the PC. You may already have this set up if you use Ericsson EPOC Connect. Note the COM port on the PC that the cable is connected to.
2. Make sure neither machine is running other software that uses the communications ports. In the case of the PC, ensure you are not currently running Ericsson EPOC Connect. Make sure the MC 218 has the Remote link switched off, and is not trying to carry out an infrared transfer.
3. Start Comms on the MC 218, and run a suitable Terminal program on the other machine. If you use Windows 95, this may be HyperTerminal.
4. Set both pieces of software to use the appropriate ports, and to use identical settings for Baud rate, Data bits, Stop bits, Parity and Handshaking. The two machines are now ready to exchange characters and files.

Setting up HyperTerminal for connection to an MC 218

Note! *The first time you use HyperTerminal to connect to the MC 218, you will need to create a 'new connection'. To do this:*

1. Select **HyperTerminal** on the **Programs|Accessories** branch of the **Start** menu, and double-click on the **Hypertrm** icon. Select an icon and give a name to the connection, e.g. My MC 218.
2. In the **Phone number** dialog, make sure the **Connect using** line is set to the COM port to which you have connected the PC docking cable.
3. Use the **Properties** dialog to specify identical communication settings to those on the MC 218. In the **Flow control** line, **Hardware** is equivalent to having the **RTS/CTS** box ticked on the handshaking page of the **Communication settings** dialog in Comms.

When the Connection has been established

Once you have established a connection, you will see the characters you type on the MC 218 appear in the PC's display, and characters typed on the PC will appear in the Comms Terminal emulation screen. This connection allows you to send files back and forth between the machines: see the "Sending and Receiving Files" section later for details.



Note! You can use the **Copy and Paste** commands on the **Edit** menu to copy and paste text to and from other MC 218 programs. When you paste text in the Terminal emulation screen, it is sent to the remote machine: this is often called 'pasting to a host'.

When you've finished the communications session, you may want to:

- Save the settings on the other machine. In HyperTerminal this is done using **Save** on the **File** menu.
- Save the communications settings on the MC 218 using **Save settings as** on the **File** menu, giving the file an appropriate name, e.g. MC 218 to PC.

You will then be able to start communications between the machines again quickly, using **Load settings** on the **File** menu in Comms, and by clicking on the appropriate icon in the HyperTerminal folder.

CONNECTING VIA A MODEM LINK

Connecting the MC 218 to a remote machine via a modem link is very similar to connecting directly with a PC, except that the signals between the two machines travel via a telephone line with a modem at each end. You must ensure:

- The Baud rate you use does not exceed the maximum that the two modems are capable of handling.
- You correctly initialise the modem the MC 218 is connected to.

To start a connection:

1. Connect the MC 218 to the modem using the PC docking cable and a modem adaptor cable - contact your Ericsson distributor for details. Connect the modem to a telephone socket.
 2. Select communication settings in Comms that are appropriate to the modem's maximum speed, and identical to the remote machine's settings.
 3. Start communications with the modem by typing
AT
and pressing Enter. The modem should return OK, which will appear in the Terminal emulation screen. If it doesn't, make sure all cables are connected correctly and the communication settings are appropriate to the modem according to the manufacturer's instructions.
 4. Type the modem initialisation string appropriate to the modem and press Enter. This may be ATZ or AT&F, but you should check the modem manual for further details.
 5. Type ATDT followed by the telephone number (including any dial-out prefix you need to add) of the remote modem you are connecting to. When the other modem answers, you will normally see a CONNECT message in the Terminal window, and can begin to log in according to the remote machine's requirements. This may require pressing the Enter key a few times to get a 'prompt' (a line of text sent by the remote machine, such as username: which waits for a command or a response).
- When communicating with a remote host, you may find you receive characters too quickly to read. Use **Pause** on the **Transfer** menu to

temporarily stop incoming information. Selecting **Pause** again resumes the transfer.

Note! *If you cannot use any kind of handshaking, you may begin to lose data if the MC 218 display is paused for some time while the other machine is sending information. To avoid this, try setting a lower Baud rate that allows you to read the incoming information more easily.*

CONNECTING VIA INFRARED

You can communicate with another MC 218, an infrared-enabled PC or an infrared-enabled modem using Comms and the MC 218's infrared port. To do this:

- Select **Communication settings** on the **Tools** menu and set the comms port to Infrared.
- Make sure the other machine is ready to communicate with the MC 218 via infrared, then continue with your connection as you would using the PC docking cable.

Since normal infrared file transfer between two MC 218 machines does not allow you to send and receive multiple files, you may want to connect directly to another MC 218 using the above method. You can then use the YModem (batch) protocol in Comms to send and receive more than one file at a time.

STOPPING ANY TYPE OF CONNECTION

Use **Hangup** on the **Transfer** menu to close the current connection. If you are connecting via a modem link, the modem will drop the telephone line.

SENDING AND RECEIVING FILES

Once you have established communications with another machine, you can use Comms to send and receive files. The other machine must be able to use at least one of the following protocols:

- ASCII
- XModem
- YModem (batch)

ASCII protocol is adequate for plain text transfers. If you can, though, use the XModem or YModem (batch) protocol to transfer files, as these include their own error-checking. The YModem (batch) protocol also allows you to send or receive more than one file at a time.

Note! *When transferring files it is important to use the same protocol as the remote machine, or information won't be interpreted correctly. You can set the protocol using the **Protocol** lines of the **Send file** and **Receive file** dialogs.*

SENDING A FILE

To send a file to a remote machine once a connection has been established:

1. Select **Send file** on the **Transfer** menu, or tap the **Send file** toolbar button.
2. Select the transfer protocol in the **Send file** dialog. Make sure it is one the

remote machine supports and is prepared to receive.

3. Use the **Name**, **Folder** and **Disk** lines to locate the file you want to send.
4. Press **OK** on the MC 218 and prepare the other machine to receive a file. If possible, perform these actions simultaneously.

Sending more than one file

To send more than one file:

1. Create a folder specifically for the files you want to send, place all the relevant files in it and select **Send file** on the **Transfer** menu.
2. Select the YModem (batch) protocol, then select the folder containing the files you want to send in the **Folder** line.
3. Press the Tab key in the **Name** line, hold down Shift while using the down arrow key to select all the files in the folder, then press Enter. Press **OK** and prepare the remote machine to receive a file.

RECEIVING A FILE

To receive a file from a remote machine once a connection has been established:

1. Select **Receive file** on the **Transfer** menu, or tap the **Receive file** toolbar button.
2. Select the transfer protocol in the **Receive file** dialog. Make sure it is the one the remote machine will use to send the file.
3. Choose a folder for the file to be saved in. If you are receiving a file using either the ASCII or XModem protocol, specify a filename. (YModem transfers take the filename from the sending machine.)
4. Press OK on the MC 218 and instruct the remote machine to send the file. If possible, perform these actions simultaneously.

To receive more than one file:

- Follow the steps above, using the YModem (batch) protocol. Tell the other machine to send a number of files using the same protocol. At the end of the file transfer you will find you have a number of files in the target folder.

Note! *When receiving .OPO files and other files which normally have extensions in their filenames, you should include these extensions in the names you give each of the received files, or the MC 218 may not be able to run them correctly.*

While sending or receiving a file, a dialog will keep you informed about the progress of the transfer. When the transfer has finished, Comms will display a 'File transfer succeeded' message and return to the Terminal emulation screen.

Note! *To cancel a transfer at any time, tap the **Cancel** button in the file transfer dialog.*

If you set the MC 218 to receive a file, it will 'time out' (terminate the connection when nothing has happened for a given period) if a connection is

not made within a certain time. When transmitting, however, it will not time out, and will continue waiting for a connection.

Receiving information with no protocol

If you are receiving information from a remote machine as plain ASCII characters, e.g. when reading e-mail on a server, you can 'capture' this to a file in order to have a record.

To capture information to a file:

1. Select **Capture to file** on the **Transfer** menu and give the file a name.
 - If you want the new information to be added to the end of an existing file, enter the name of the existing file and tick the **Append** box.
 - If you want incoming control characters to be recorded in angled brackets, e.g. <13> for a carriage return, tick the **Debug** box.
2. To end the capture, deselect the Capture to file menu option.

Captures are stored as plain text files. You can view a plain text file in Word, by using **More ► Import text file** on the **File** menu.

If you have problems transferring information with no protocol, try setting both computers to use a lower Baud rate.

USING THE FUNCTION KEY TOOLBAR

Comms has a function key toolbar which contains a number of buttons you can 'program' to carry out commands. By setting up these buttons to carry out the commands you use when making connections, you can accelerate and simplify the process.

To show the function key toolbar:

- Select **Show toolbar ► Function key toolbar** on the **View** menu. The buttons are labelled F1 to F5; each can be used on its own, or whilst holding down Shift or Ctrl, making a total of 15 possible combinations.

To assign a command to a function key:

1. Select **Function keys** on the **Tools** menu, and enter the 'command string' for the key.
2. Use the **State** line to assign more command strings for function keys when they are tapped with the Shift or Control key held down. Press **OK**.

The kinds of command string you can use are as follows:

- **Text:** put text within quote marks that you want to be able to send to the remote machine easily. E.g. 'get mail'
- **Script names:** put the full path name of a script that you want to be able to run quickly. E.g. C:\Commsstuff\Scripts\BBS.scr

For more information on scripts, see the Scripts information in the Reference information for MC 218 on Ericsson Mobile Internet site.

To use a 'programmed' function key:

- Simply tap on the toolbar button, or do so while holding down Shift or Ctrl as appropriate.

SCRIPTS

The Comms program contains a Script editor which allows you to create lists of instructions to automate procedures such as logging on to a remote computer. Scripts allow you to control all the aspects of a connection that you would normally handle in the Terminal emulation screen, such as communication settings and file transfers.

This section provides an introduction to creating and working with scripts, followed by a full glossary of the scripting language commands.

WORKING WITH SCRIPTS

To create a new script:

1. Select **Create new script** on the **Scripts** menu. Enter a name and location for the script and press **OK**.

Note! *Script names must have a .scr extension. When you save your script, Comms will add .scr to the end of its name.*

2. Comms will move to the script editor. You can then enter your script.
3. Tap **Save** to return to the main Comms view.

When creating a new script for, e.g., a connection to a BBS system, it can be useful to first record the logging in process using **Capture to file** on the **Transfer** menu. This records the prompts sent to you by the remote machine when connecting, and can then be used as a starting point for creating the script.

To edit an existing script:

1. Select **Open** on the **Scripts** menu, and choose the script you want to work on. Press **OK**.
2. When you have finished editing the script, tap **Save** or use **Save as** to give the new version a different name. Comms will return to the Terminal emulation screen.

Note! *You can adjust the font and character size of text displayed in the Script editor by pressing F whilst holding down the Ctrl and Shift keys, then selecting the appropriate options in the Set font dialog.*

The example script

The MC 218 comes with an example script using a wide range of the features available in the scripting language.

To access the script:

- Select **Create standard files** on the **Tools** menu. Select a folder for Comms to place the example script in, and press **OK**.

The script is called Cix.scr, and is designed in the first instance for connection to the CIX service, though it can easily be adapted for other dial-up services.

- **If you have a CIX account:** When you first run the script, you will be prompted for the telephone number you dial to, as well as your user name and password details. This information is stored in the Cixnames names file. You are then presented with a menu offering you a number of options, e.g. Download mail and log off and Change logon details. If your MC 218 and modem are set up and ready to connect to another machine, you can simply select the appropriate option to start the connection.
- **If you do not have a CIX account:** You can still edit and adapt the supplied script to suit the dial-up service you use, using the **Open script** command on the **Scripts** menu.

Checking scripts

Comms has a built-in syntax checker that searches for errors in your scripts. It is a good idea to use this before trying to connect, as spotting any errors in advance can save a lot of time.

To check your script:

- Select **Syntax check** on the **Scripts** menu and specify the script you want to check.

If there are any errors, the Script editor will position the cursor at the appropriate point in the script and inform you of a problem.

Running scripts

Once you have created a script, run it by:

- Selecting **Start Script** on the **Scripts** menu, and choosing the appropriate script in the Start script dialog.

While a script is running, you will see its name displayed in the status bar at the bottom of the Terminal emulation screen.

To stop a script:

- Select **Stop script** on the **Scripts** menu.

When a script finishes running, you are left in the Terminal emulation screen. You can run another script if you need to, simply selecting **Start script** again. You can also instruct one script to start another when it finishes. For information on how to do this, see the glossary entry on the CALL command later on.

Note! *You cannot start a script running while the Comms port is inactive. Make sure **Port active** on the **Transfer** menu is ticked in the Terminal emulation screen.*





Bombs

Bombs is a game of speed and logical thinking. The object of the game is to discover and mark the position of all the concealed 'bombs' in a grid of squares as quickly as possible, without accidentally uncovering any of the bombs.

You can select between easy, medium and hard skill levels, and 5 different grid sizes, using the **Skill level** button on the toolbar. The harder the skill level, the more bombs are hidden in the grid. You can set the number of bombs by selecting the Custom skill level.

How to play

You can test a square by 'stepping' on it.

To test a square:

- Highlight a square by tapping on it or by moving to it with the arrow keys. Then, to 'step' on the square, tap on it again or press the Spacebar.

If you step on a square containing a bomb, you lose and the game is over. If there isn't a bomb under the square, stepping on it will reveal the number of bombs in the 8 adjacent squares. If you uncover a blank, the surrounding eight squares are revealed automatically because there cannot be any bombs under them.

If you suspect that a square conceals a bomb, mark it with a flag.

To mark a square:

- Hold down the Shift key and tap on the square, or highlight the square then tap on the Flags counter or press Enter. Remove a flag in the same way.

If you know that all the bombs surrounding a numbered square have been marked with a flag, select the square and tap on it or press the Spacebar to uncover all the surrounding squares.

Scoring

Your score for the game is the time it takes to reveal all the bombs. The top two scores for each level, together with the name of the player, are kept in the **Best times** list.

Customizing the MC 218

You can personalize and customize your MC 218 by adjusting settings, adding ID and password, and loading new software. Most customizations are done using the Control panel.

ENTERING OWNER INFORMATION

It is a good idea to type contact information as 'owner information', so that if you lose your MC 218, it can be returned when found.

To add owner information:

1. In Desktop, tap **Control panel** on the toolbar.
2. Tap the Password icon in the Control panel twice.
3. Tap **Owner info** and enter your details. The labels provided are only suggestions. You can change them if you want to.
4. Tap **Done** to close the dialog.

You can then set whether you want the owner information screen to be displayed At switch on, Once per day or Never. You can still display the owner information at any time by selecting **Owner** on the **Information** menu in Desktop.

USING PASSWORDS

You might want to set a system password to stop anyone from looking at the files on the disk drive of the MC 218.

To set a system password:

1. In Desktop, tap **Control panel** on the toolbar.
2. Tap the Password icon twice.
3. Select At switch on in the Display owner information box.
4. Tick Ask for password.
5. Type the password twice for confirmation and then press **OK**.

Your password is now set. You are asked for it whenever you turn on the MC 218 or try to change your password information.

Tip! *The system password does not protect files stored on Memory disks or files copied to other machines.*

Note! *If you have forgotten the system password, you have to reset the machine. All the files stored on the disk drive will then be lost.*

You can prevent other people from opening your Word and Sheet files by setting a password for each file. For example, you may have a Sheet database containing your personal finance details.



To set a password on a file:

1. While you are in the file, select **Password** on the **File** menu.
2. Type your password twice for confirmation.
3. Press **OK**, and the file is saved immediately with the password.

When you want to open the file, you are asked to type in the password.

Tip! *The password for an individual file will protect it if you transfer it to a Memory disk or another machine. If you copy the file, the copy is protected by the same password. The password also prevents the file from being converted to another format on a PC.*

Note! *If you have forgotten the password for a file, you will not be able to open it.*

CUSTOMIZING THE DESKTOP

You can use the commands on the **View** menu to change how the Desktop screen looks and works:

- change the position of the Title by selecting **Title position**, and the width of the columns by selecting **Column width**.
- use **Zoom in** and **Zoom out** to change the size of text and icons on screen so that more or fewer files and folders are displayed.
- turn the toolbar off and on with **Show toolbar**; without the toolbar you can see more of the Desktop screen.
- control how the files are sorted, and what file information is displayed with **Sort files** and **Show file details**.

You can customize many of the ways that the MC 218 works in the Desktop by using **Preferences** and the icons in the Control panel. For example, you might want to change the automatic switch off setting, owner information, the standard printer and print preview settings, and set up a password to protect your files from prying eyes.

Extras bar

You can customize the positions of icons on the Extras bar, e.g. so that the icons for your favourite programs appear in particular positions. To display a dialog where you can set this, press **Enter** when the Extras bar is displayed, or tap the word Extras on the left of the Extras bar.

Hidden files and folders

You can choose to display hidden files or the System folder in your MC 218.

To display hidden files or the System folder:

1. Go to the Desktop screen.
2. On the **Tools** menu, select **Preferences**.
3. Tick the boxes of your choice.

Here you can also change the standard folder for files and the key combination for opening multiple files.

Warning! *The System folder contains files that are used by the MC 218 programs themselves. You should not normally need to access these files, that is why this folder is not shown as standard. Do not delete or modify files in*

this folder or create new files in this folder, or you may have problems using the MC 218 programs.

CONTROL PANEL SETTINGS

A variety of important settings for your MC 218 are set in the Control Panel.

To display the Control panel:

- In Desktop, tap **Control panel** on the toolbar, or select **Control panel** on the **Tools** menu.

Initially, you should set up the Time & date, Screen, Switch on/off, and Printer if you intend to use one. You might also like to set up owner information and a password. You may wish to change other settings later.

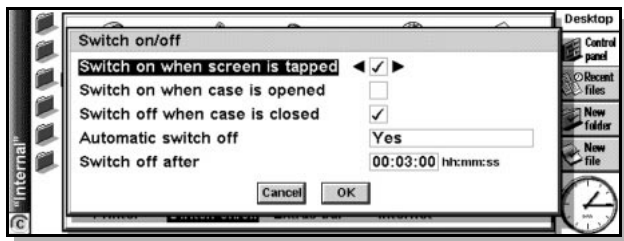
Time & date is for setting the current time and date for the MC 218.

Note: *Use the International settings to change the format in which times and dates appear.*

Screen is for changing the screen contrast and backlight automatic switch off, and re-calibrating the touch sensitive screen if the MC 218 stops responding to your pen taps.

Note! *The backlight is initially set to switch off if you have not pressed a key or tapped the screen for 1 minute. Increasing this time setting reduces the life of the batteries.*

Switch on/off is for controlling how and when the MC 218 switches on and off. For example, you might like it to switch on when you tap the screen, and off when you close the case.



As standard, the MC 218 switches off automatically if you do not tap the screen or press a key for 3 minutes. This is to save battery power. You can change this with the Automatic switch off and Switch off after settings.

Printer is for selecting the printer to print to, the page size to use and the standard settings for Print preview in all the programs. See the “Printing” section in the “Working with the MC 218” chapter for more details.

Password is for setting up a MC 218 password and a startup screen that contains your owner information. You can set passwords on individual Word and Sheet files using the programs' own Password commands.

Note! *The password that you set in the Control panel does not protect files stored on Memory disks or files copied to other machines.*

Sound is for controlling the sounds that the MC 218 makes when you press keys, tap the screen and perform other actions.

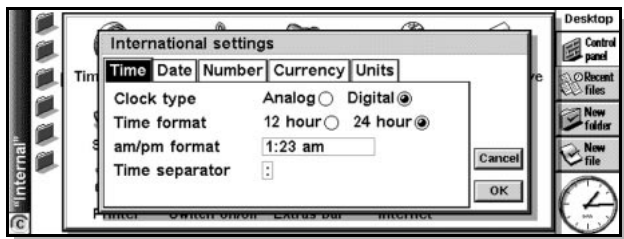
- To change the volume of sounds: select the sound level you want for Beeps, Key clicks or Screen clicks (Off, Quiet or Loud).
- To switch all sounds off: remove the tick from the Sounds on box.

Note! *This setting also affects alarm sounds - when the tick is removed, alarms will not sound, though they are still displayed on screen.*

Dialling is for setting up dialling in connection with Message, Internet and Mobile Internet. Please refer to the "Setting Up the Internet and Message Programs" or the online help for detailed instructions on this setting. Dialling is also for setting up automatic dialling on the MC 218 if you are using a landline telephone. See the "Dialling" section of the "Working with the MC 218" chapter in this manual or MC 218 online help for more details.

Modems and Internet are for modem and Internet settings. These settings are also important for your e-mail service. Please refer to the "Setting Up the Internet and Message Programs" or the online help for detailed instructions on these settings.

International is for settings which may vary from country to country, e.g. the currency, unit and date formats.



Keyboard is for settings that control how long you have to hold a key down before a repeat keypress occurs, i.e. how long you have to hold down r to get rr (delay before the first repeat), and how long you have to hold down r after rr has appeared before you get rrr (subsequent delay).

MANAGING POWER

This section is an explanation of how to manage battery power effectively.

Battery Type

The Ericsson MC 218 is powered by:

- two AA size 1.5-volt batteries (supplied) – alkaline batteries are recommended.
- one Lithium 3-volt CR2032 backup battery (supplied). This preserves your information while you change the main batteries.

Note! *You will lose information if you remove both sets of batteries at the same time, or allow both sets of batteries to become completely run down. The MC 218 warns you when its batteries are getting low, in plenty of time to change them.*

You can use AA-sized rechargeable Nickel Metal Hydride (NiMH) batteries to power the MC 218, but some care is required.

If you use rechargeable batteries:

- you are advised to keep two sets of rechargeable batteries: when the pair in the MC 218 needs recharging, swap them over. If you have just one pair, you will run down the backup battery while you are recharging them.
- you should replace them with fresh non-rechargeable, preferably alkaline batteries, if you are not going to use the MC 218 for a while.

Note! *When rechargeable batteries go flat, they do so very quickly, and you may get very little advance warning. The backup battery preserves your information for a limited time.*

You can also run the MC 218 from the mains. You should use only Ericsson approved mains adapters. See your Ericsson dealer for more information.

Battery Status

To show battery status:

- In Desktop, choose **Battery** on the **Information** menu.
The displayed dialog box shows how much power there is in the main and backup batteries, what power source is used, and usage information.

You can prolong the life of the batteries by considering the following:

- Set the automatic switch off time to a lower value (Switch on/off icon in the Control panel).
- Use the Backlight sparingly and set its automatic switch off time to a lower value (Screen icon in the Control panel).
- Set the Link value to Off when you are not using cable link or infrared link (select **Remote Link** on the **Tools** menu in Desktop).

Switch Off

You can adjust the way your MC 218 switches on and off.

To adjust the Switch on/off settings:

1. In Desktop, tap **Control panel** on the toolbar.
2. Tap the Switch on/off icon twice and make your selection.



Note! *If you set Automatic switch off to No the MC 218 does not switch off automatically. Do not select No if you use batteries – the batteries will run down if you inadvertently leave your MC 218 turned on.*

Please refer to the online help for detailed information on the different setting options.

CREATING YOUR OWN WALLPAPER

You can change the ‘wallpaper’ that appears on the Desktop screen. You can use any picture that you draw or import into Sketch.

To create wallpaper:

1. Display the picture in Sketch. If you want to use part of a picture, select the area.
2. On the **File** menu, select **More ► Save as system wallpaper**.
3. Type a name for the wallpaper file. Sketch keeps the files that contain wallpaper separate from the original Sketch files so you can carry on using your original picture without affecting the wallpaper.

To select wallpaper on the Desktop screen:

- On the **Tools** menu, select **Preferences** and select the name of the wallpaper file that you want to display.

To delete a file containing wallpaper:

- Move to Sketch and select **More ► Save as system wallpaper** on the **File** menu. Select the wallpaper that you want to remove. You cannot delete the wallpaper selection included in the MC 218.

RECORDING YOUR OWN ALARMS

You can use the Record program to create alarm sounds.

To save a recording for use as an alarm sound:

- On the **File** menu, select **Save as alarm sound** and type a name for the alarm sound. This creates another version of your sound as an alarm you can use in the Time program, and leaves the original file open in Record.

To delete a custom alarm sound:

- On the **File** menu, select **Delete alarm sound**, and select the alarm to delete from the list. You cannot delete or modify the built-in MC 218 alarm sounds.

Troubleshooting

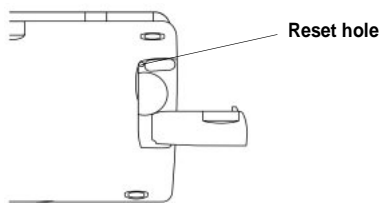
RESETTING YOUR MC 218

If you find that you cannot exit a program normally, move to the Desktop screen and select **List ▶ List open files** on the **File** menu. Select the program from the list and press **Close file**.

If this does not work, or if your MC 218 appears to have locked up, you can always perform a 'soft reset'. This should restart your MC 218 while preserving most of your information.

It is worth trying a soft reset if the keys on the MC 218 do not appear to respond, or if the MC 218 seems to switch on and you are sure the batteries are good (especially if the contrast still appears to work), but the screen is otherwise blank.

- To perform a soft reset: gently press something like an unfolded paperclip into the reset hole, above the backup battery location.



After a soft reset, any changes to open Word or Sheet files (or OPL programs) are lost. Your other files on the disk drive are almost always safe.

It is possible (although unlikely) that a program failure causes the reset to lose the information on the disk drive and could even prevent the reset from working at all. If this happens, you will have to perform a 'hard reset'.

WARNING! A hard reset resets the MC 218 completely, and all information on the internal disk drive is lost.

To perform a hard reset:

1. Press the unfolded paperclip into the reset hole as for the soft reset.
2. Close the battery cover.
3. Open your MC 218 and hold down both Shift keys.
4. Press Esc to switch on and a hard reset is performed.



OTHER PROBLEMS

This is a selection of diverse problems and suggested solutions. Please refer to the online help if your problem is not in this section.

The screen does not react to the pen taps

1. On the Desktop screen, tap **Control Panel** on the toolbar. Open the Screen section.
2. Tap **Calibrate**.
3. Tap the centre of the flashing point 1 on the screen. Repeat this with point 2 and then point 3.
4. To accept the new settings, tap **Yes**.

Tips! *If the results are not acceptable, try resetting the MC 218.*

Note! *Screen is also for setting the backlight off after time and the screen contrast. The screen contrast option is an alternative to the Fn + (H) or (J) keyboard option.*

Could not connect to phone

If you have problems connecting your MC 218 to the phone, e.g. when you use My Phone and want to copy data from your Phone Book, you could try one or more of the following before you try to reconnect:

- Close the My Phone program and open it again.
- Make sure that **Remote Link** on the **Tools** menu in Desktop is set to Off.
- Switch off the phone and then switch it on.
- If you are using a detachable infrared modem (DI27/28) with your Ericsson phone, switch off the phone, remove the modem, then attach it again and switch on the phone.
- If you use an Ericsson phone with a built-in infrared modem, e.g 888, make sure the IR port is activated.

I cannot receive pictures from my camera

If you have problems transferring a picture to the Postcard program in the MC 218, you should make sure that:

- the camera you are using is IrTran-P compatible. Check that it has a logo confirming this.
- an infrared transfer was initiated. If this was not the case, another program on the MC 218 using the infrared system might be running. Close the other program and try again.
- your camera is not too close or too far away from the MC 218. Position the camera's infrared eye 10–15 centimetres (4–6 inches) from the infrared port of your MC 218.

Problems connecting to Internet

If you try to connect to your Internet service, using the Internet or Mobile Internet programs, and the 'Problems connecting to Internet' message is displayed, you should do the following:

1. On the Desktop screen, tap **Control Panel** on the toolbar. Open the





Internet section.

2. With the Internet service provider you use, tap the **Edit** button.
3. Check all the settings for the Internet service, in particular the phone number.

Tip! *You should try dialling the number using an ordinary phone, to check that the line is one answered by a modem.*

4. Close the Internet section of the Control Panel and open the Dialling section.
5. With your current location selected, tap the **Edit** button. Check that Connection type is set to Mobile, if you are using your mobile phone as a modem.
6. Close the Dialling section of the Control Panel and open the Modem section.
7. Make sure the correct modem is set in the Current modem box. Tap the **Edit** button.
8. On the Modem page, reduce the Baud rate the modem communicates at in the Speed box. Check also that the other modem settings are correct according to your modem manual.

Forgotten your password?

If you forget a password for a Word or Sheet file, you will not be able to open the file again until you remember the correct password.

If you forget the password for the whole machine, you will not be able to use your MC 218 until you perform a 'hard reset'. All the files on the internal disk drive will be lost.

See the "Resetting Your MC 218" section above for more information.

Problems switching on and off?

If your MC 218 does not seem to switch on:

- Check the screen contrast.
- Replace the main batteries. If you continue to use your MC 218 when the main batteries are low, it loses power and switches off. You cannot switch it on again until you replace the main batteries.

If your MC 218 does not seem to switch off:

- Check the automatic switch off time by using the Switch on/off icon in the Control panel on the Desktop.

Note! *If you use Program (OPL), note that a running OPL program can prevent automatic switch off if it neither pauses nor waits for a keypress.*

Memory Full?

When the memory is nearly full, you see warning dialogs when running programs to indicate that the MC 218 memory is almost full, and there is not enough memory to perform some tasks.

Many of the things you do need just a little free memory in order to work: displaying dialogs, menus, etc. These can fail with a message like 'Memory full'. Do not worry, the MC 218 will not allow you to use all of the available memory; it always sets aside enough memory for you to close a program or



save an open file to a Memory disk.

Files saved on the disk drive and open programs both use memory. So, if the memory is nearly full, you should be able to free some memory by closing some programs. Close the program using the program's **Close** command, or select **List open files** from the **File** menu on the Desktop to check which programs are running. Close the programs or files that you do not need to have open at the moment.

You can also delete any unwanted files from the Desktop, or move files to a CompactFlash disk to free more memory. You can also remove programs using Add/remove in the Control panel. Programs can also be installed on a CompactFlash disk to save memory on the internal disk.

An alarm sound didn't ring. Why?

- If the alarm sounds like beeps, your batteries are too low to play the alarm sound you have chosen. See "Managing Power" in the "Customizing the MC 218" chapter for more help.
- It may also be that the Sound is off so that the alarm screen is displayed but the sound is inaudible. The alarm screen shows whether the sound is off or silenced for a particular period. Use the Sound icon from the Control panel on the Desktop to switch the sound back on again.
- If an alarm is due to ring while you are recording another sound, the alarm is postponed until you have finished your recording.

World times are not correct in the Time program. Why?

This is likely to be because of daylight saving, or summer time settings (where clocks are put forward for the summer months).

The dates when clocks are due to change vary from country to country, and sometimes even within a country. Some countries do not use summer times at all. Therefore, the MC 218 clock does not change automatically on the date that the clocks change. You will need to make sure that each zone is set to use its 'summer time' setting when the clocks change in those countries.

I can't connect to my PC for synchronization. Why?

Check the PC docking cable connection between your PC COM port and the MC 218 serial port. If the connections were loose, restart your PC.

MC 218

On the **Tools** menu in Desktop, ensure that **Remote Link** is set to Cable (or Infrared where appropriate).

The MC 218 must be turned on and, if used, your MC 218 password must be entered for your Ericsson communication to commence.

Please see the online help or the User's Manual on the CD for further information on using Ericsson EPOC Connect:

- Press Fn + Help and search for, or choose, the subject you want.

On your PC

Some devices may be using the COM port in such a way that Ericsson EPOC Connect is unable to establish a connection. Check the configuration of COM ports and the serial mouse attachment settings in the Control Panel settings on your PC.

Right-click the My Ericsson icon and choose **Properties**. On the Connections tab under Settings, clear the COMs ports that are used by other devices, and check the one you are using.

Please see the online help for more information on using Ericsson EPOC Connect:

- Select **Start|Programs|Ericsson EPOC Connect|Ericsson EPOC Connect Help**
- Select the My Ericsson icon on the PC desktop and press **F1**
- Double click the My Ericsson icon and select **Help|Help Topics**

My batteries seem to run low too quickly.

Ensure that **Remote Link** on the **Tools** menu in Desktop is set to Off when using the MC 218 in stand-alone mode.

Fax problems?

Try changing the fax class or reducing the speed at which the fax is sent.

- To change the Fax class, go to the Desktop, tap **Control panel** in the toolbar, and open the Modems section. Tap **Edit** on the Modems page. Fax class 2 is the preferred setting. The fax speed can be changed from within the Message program. On the **Tools** menu, select **Settings ▶ Fax**. Tap the Modem tab and enter a reduced maximum speed.

If world times don't seem to be correct in the Time program...

This is likely to be because of daylight saving, or summer time settings (where clocks are put forward for the summer months).

The dates that clocks are set to change vary from country to country, and sometimes even within a country; some countries do not use summer times at all. Therefore, the MC 218 clock will not change automatically on the date that the clocks change. You will need to make sure that each zone is set to use its 'summer time' setting when the clocks change in those countries. See the "Time" chapter for more details.

If a file appears to have 'vanished'

When you tap on a program icon, the MC 218 will open the program with the file that you last used. If you only use one Calendar file, for example, this will always be displayed when you tap the Calendar icon.

However, if you move or rename your file, the MC 218 will not be able to find this 'last used' file when you tap the program icon. So, it looks for a file with a standard filename (e.g. Word, Calendar, Sheet etc.) and displays this file instead. If there is no file with this name in the standard folder, a new file is created.

You can re-open the original file from its new location using **Open file** on the **File** menu.

If your pen doesn't 'click' into place

The pen supplied with your MC 218 is held inside the case by a latch mechanism, similar to that of a spring loaded biro. If the pen doesn't 'click'

into place when you press the end in gently, the latch mechanism may be 'locked'. This usually happens if you pull the pen out of the MC 218, without first pushing the pen in so that it 'clicks' and unlocks the latch.

To 'unlock' the latch mechanism, first try the following steps:

1. Push the pen in until it meets resistance, then gently apply pressure to the end of the pen.
2. Release pressure from the pen when you hear the latch mechanism 'click'. The pen should now 'click' into place without any more problems.

If these steps didn't fix the problem, you can try using the alternative method below, or contact your local authorised Ericsson service centre.

To use an alternative method to unlock the latch mechanism:

1. Open the cover of the RS232 serial port at the rear of your MC 218.
2. Look at the serial port carefully; you will notice that there is a very narrow gap directly underneath the RS232 motif (below the serial connector), and above the curved thumbnail groove.
3. GENTLY insert a thin, non-metallic item into the gap, e.g. your thumbnail, or the corner of a plastic card (do not use a credit card or bank card in case you damage them). DO NOT apply excessive pressure.
4. You should hear a 'click' when you unlock the pen mechanism. The pen should now 'click' into place without any more problems.

If neither of these methods solve the problem, contact your local authorised Ericsson service centre.

If you can't connect your cable

If you are having difficulty connecting the cable to your MC 218, you may be attempting to insert the connector upside down. Make sure that the RS232 motif is facing down when you insert the connector. You should not have to apply force when inserting the connector into the port on your MC 218.

Important Information

Your MC 218 is a highly sophisticated electronic device. Read this information to get the most out of your product.

Before using the MC 218 together with your Ericsson phone, read the safety instructions in the User's Guide for the phone.

PRODUCT CARE

- Do not expose your product to liquid or moisture.
- Do not expose your product to extreme temperatures.
- Do not expose your product to lit candles, cigarettes, cigars, open flames, etc.
- Do not tap the screen with any object that has a sharp tip or you may damage the screen. Do not use any type of ink pen, as the ink may be impossible to remove. When not in use, keep the supplied pen in the storage compartment of the product.
- Do not drop, throw or try to bend the product, or press the keys with extreme force.
- Do not use any other accessories than Ericsson originals. Failure to do so may result in loss of performance, damage to the phone, fire, electric shock or injury, and will void warranty.
- Do not attempt to disassemble your product. Doing so will void warranty. The product does not contain consumer serviceable components. Service should only be performed by Authorized Service Centres.
- Do not keep the product next to credit cards or transport tickets; the speaker magnet could corrupt the information on the magnetic strip.
- Do not allow children to play with your product. Children could hurt themselves or others and also damage the unit.
- When you need to clean the screen, switch off the product and use a commercial glass screen cleaner sprayed on a soft cloth. Avoid spraying the screen directly.
- Over time, you may notice rainbow-like rings forming on the screen. These rings are only cosmetic and will not impede the functioning of your product.
- Always keep your product in its case, in order to keep it well protected.
- If you are not going to use the product for a while, store it in a place that is dry, free from damp, dust and extreme heat and cold. As a matter of precaution, make a back-up of your files before you store your product.
- Keep the product away from strong magnetic fields (e.g. loudspeakers) and sources of static electricity.

Battery Caution Statements

- Always observe correct polarity of batteries (+ and -) when inserting them.

- Do not store batteries at temperatures exceeding +60°C; the optimum storage temperature for maximum battery life is +10°C to +35°C.
- Do not remove the main and backup batteries at the same time. If you do so, you will lose all your information.
- Do not mutilate, puncture or dispose of batteries in fire. The batteries can burst or explode, releasing hazardous chemicals.
- If both the main and backup batteries are low, replace the backup battery first. If the main batteries are so low that you cannot switch on the product, connect the product to mains power using a mains adaptor before changing the backup battery.
- The backup (lithium) battery can explode if it is inserted incorrectly.
- We recommend that you use high quality alkaline or rechargeable batteries to power the product.
- If a battery should accidentally leak, do not allow the contents to come into contact with your skin or your eyes.
- If a battery has been accidentally swallowed, it is essential that medical assistance is sought immediately. If the small backup battery has been swallowed, advise the medical person that a lithium battery is involved.
- Discard used batteries according to the manufacturer's instructions.
- The backup battery compartment is designed to be "child-proof"; you will need to use the product's pen to remove the backup battery.

Electrostatic discharge

Electrostatic discharge can interfere with the normal functioning of electronic devices. Your product can behave abnormally owing to such an event, resulting in the possible loss of unsaved data. To recover, reset your product according to the User's Manual.

To avoid losing data due to electrostatic discharges or other types of events, it is recommended that you regularly save and backup your data as described in the User's Manual.

SPECIFICATION

Dimensions:

Size: 170x90x24 mm.

Weight: 350g (with batteries).

Screen:

9 touch-sensitive icons for program launch.

5 touch-sensitive icons for commands.

Internal memory:

ROM: 12MB.

RAM: 16MB.

Disk drive:

Accepts Memory Disks/Program disks (Compact Flash Type 1).

Processor:

32bit ARM 710T core, 36.864MHz.

Sound:

Loudspeaker - ½W, 8 ohm.

Microphone - Electret with active gain control.

Power:

2 x AA size Alkaline batteries.

Standard Lithium (CR 2032) battery protects RAM memory while main batteries are changed.

Optional mains adapter (6V DC ± 10%, 1A).

Keyboard:

53 key, QWERTY layout, computer-style keyboard.

Operating temperature:

0-40 degrees Centigrade.

Communications options:

IrDA SIR optical link supports Infrared communications.

Fast RS232-compatible serial link provides data transfer speeds of up to 115200 baud.

WARRANTY

If your Ericsson product requires warranty service you should return the product to the dealer/retailer from whom it was purchased.

In the event of difficulty, details of our authorized service network are available from your local Ericsson subsidiary.

Our warranty

Ericsson warrants this product as being free of defects in material, design and workmanship at the time of its original purchase and for a period of twelve (12) months immediately thereafter.

What We Will Do

If, during the period of the warranty, this product malfunctions in normal use and service due to defective design, materials or workmanship Ericsson will repair or replace, at its discretion, the product under the conditions stated hereafter.

Conditions

1. The warranty will be granted only if the original warranty certificate issued to the purchaser by the dealer is presented, and if the said warranty certificate stipulates the serial number of the purchased product and the date of purchase of the product. Ericsson reserves the right to refuse warranty service if this information has been removed or amended after the original purchase of the product. The original receipt/invoice will only be accepted as a proof of purchase when presented to the dealer from whom the product was purchased.
2. The warranty is not applicable in circumstances other than defects in material, design and workmanship. The warranty does not cover the following:

- Periodic checks, maintenance, repair and replacement of parts due to normal wear and tear, exchange of faulty batteries or upgrading of software due to changes in network parameters.
 - Damage to the product resulting from:
 - Abuse or misuse, including but not limited to the failure to use the product for its normal purposes or in accordance with Ericsson's instructions for use and maintenance of the product, or the installation or use of the product in a manner inconsistent with the technical or safety standards in force.
 - Repairs performed by non-authorized service workshops or opening of the unit by a non-authorized person.
 - Accidents, acts of God or any cause beyond the control of Ericsson, including but not limited to lightning, water, fire, public disturbances and improper ventilation.
3. This product will not be considered defective in materials, design or workmanship if it needs to be adapted, changed or adjusted to conform to national or local technical or safety standards in force in any country other than that for which the product was originally designed and manufactured. This warranty shall not reimburse such adaptations, changes or adjustments, or attempts to do so, whether properly performed or not, nor any damage resulting from them, nor any adaptation, change or adjustment to upgrade the product from its normal purpose as described in the product manual without the prior written consent of Ericsson.
 4. Repair or replacement under the terms of this warranty shall not give a right to an extension to, or a new commencement of, the period of warranty. Repair or replacement under the terms of this warranty may be fulfilled with functionally equivalent reconditioned units. Exchanged parts or components will become the property of Ericsson.
 5. This warranty does not affect the purchaser's statutory rights under applicable national legislation in force, nor the purchaser's rights against the dealer arising from the sales/purchase contract.


In the absence of applicable national legislation this warranty will be the purchaser's sole and exclusive remedy. Ericsson, its subsidiaries and distributors shall not be liable for any incidental or consequential damages for breach of any express or implied warranty relating to this product.

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REGULATORY INFORMATION

USA

The MC 218 unit, type numbers 4070003-UK, 4070003-BV, 4070003-PG, 4070003-US, 4070003-DE, 4070003-ES and 4070003-FR, complies with the limits for a class B digital service as specified in Part 15 of FCC Rules which provide reasonable protection against harmful interference in a residential area. The MC 218 unit generates and uses radio frequency energy and may interfere with radio or television reception. In the unlikely event that there is interference to radio or television reception (which can be determined by turning the MC 218 off and on), try the following:

- Reorienting or relocating the receiving antenna (radio or television)

- Relocating the MC 218 unit with respect to the receiver

For more information, consult your dealer or an experienced radio/television technician.

To maintain compliance with the class B emission limits for residential use, use properly shielded cables with this device.

Canada

This class B digital apparatus meets all requirements of the Canadian Interference-Causing equipment regulations.

Cet appareil numérique de Class B respecte toutes les exigences du Règlement Canadien sur le matériel brouilleur.

LED Safety

The infrared port located at the back of the MC 218 unit is classified as a Class 1 LED (Light-Emitting Diode) device according to International Standard IEC 825-1 (EN 60825-1). This device is not considered harmful, but the following precautions are recommended:

- If the unit requires service, contact an authorized Ericsson service center.
- Do not attempt to make any adjustments to this unit.
- Avoid direct eye exposure to the infrared LED beam. Be aware that the beam is invisible light and cannot be seen.
- Do not attempt to view the LED beam with any type of optical device.



CLASS 1 LED PRODUCT
LEDSCHÜTZKLASSE 1
PRODUKT

DECLARATION OF CONFORMITY

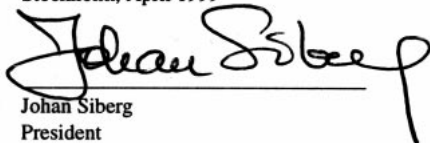
We, **Ericsson Mobile Communications AB** of
Nya Vattentorget
221 83 Lund, Sweden

declare under our sole responsibility that our product,

Ericsson type 4070003,

to which this declaration relates is in conformity with the appropriate standards ETS 300 342-1 and EN 60950, following the provisions of EMC directive **89/336/EEC**, and Low voltage directive **73/23/EEC**.

Stockholm, April 1999

A handwritten signature in black ink, appearing to read 'Johan Siberg', written over a horizontal line. The signature is stylized and cursive.

Johan Siberg
President

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